**February Blood Bank, Evening and Night shift Meeting Minutes**

2/23/16 Day shift- Jennifer Harris, Kay S., Joyce K., Anita K., Denise M., Chris Z., Kylene S., Kathy S., La’Ronda H.

2/23/16 Evening shift- Jennifer Harris, Susan R., Linda A., Jan H., Lindsay P., Alyssa W., Kristie M., Kathy S.

2/18/16 Night shift- Jennifer Harris, Kathy B, Doug A., Thelma T., Leslie M., Kylene S.

* **Old Business**
	+ Blood Bank
		- OPEN- XM in Blood Bank
			* This is **NOT** in effect until the new procedures come out.
		- OPEN- Moving Echo
			* + Decided to move monitor down.
			* Move Fax machine to island.

* Hematology
	+ OPEN- Procedures need to be reviewed and clarified in reference to lipemic samples and references to tubes that we don’t have or use anymore.

* Chemistry
	+ None

* Micro
	+ None
* General-All
	+ (Still investigating) Medical Necessity-This has not impacted BB, but Kathy is looking into how it

* General Evenings
	+ General Evenings
		- (Still investigating) Need help with Dr. Neil McClymont
			* Ordering multiple add ons way after original order.
			* Very stressful to complete
			* Time consuming and possibility for mistakes rises.

* General Nights
* None

* **New Business**
	+ Blood Bank
		- (Still investigating) It was suggested that we should look at the steps for the RhoGam workup on the computer side and see if we can cut that down or make it more streamlined. Melissa is looking at this and I am talking with the Pathologists about this as well.
			* UPDATE- Dr. Bolesta has ok’d that I streamline this process. Writing the procedure now. Look for the change in the near future.
		- NEW-Changes to procedures coming-NOT IN EFFECT YET>
			* Pos DATs will need a saline control run.
			* No PNEGs
				+ Everyone will get a GTS or ABORh
			* Infant Transfusion procedure
			* Directed Donor units will be accepted.
	+ Moving empty blood unit boxes to the other side of the hall next to the lockers once the board comes in that was ordered to get it off the floor.

* Hematology
	+ Instruments are slowly arriving.
		- UPDATE- Instruments are here.
			* STAGo is a “no go”
				+ Interface is not user friendly (night shift)
				+ Don’t like it as much because hard to see across the room (eve shift)
* Chemistry
	+ None

* Micro
	+ Updated gram stain procedure-please read!!!
	+ EVE-Can we move the Group A strep machine over to where the set up bench is in place of the slide rotator for the cryptococcal test?
	+ Many specimens are being collected wrong, ordered wrong or not ordered at all.
		- Kathy B to follow up

* General All
	+ UPDATE- Hiring for MHE
		- Eric Hanvey is the manager for MHE.
		- Day shift-Joyce K, Anita, Linda, Eric
		- Evening shift-Dianne, Joyce M., Kristie, Nicole A.
		- Night shift-Doug, John, Robert
		- Lab processors-Kristen, ????
	+ Thought we were done hiring, but we need more. Not sure how many.
		- Hired 2 more people to start in March
		- Still have 4 open Phleb positions
	+ HFAP inspection
		- Make sure to check Kathy S.’ email about what to do and what NOT to do.

* General Evenings
	+ Weekenders have started working their shifts.
	+ ER sending blood culture tubes and other specimens not in bags or improperly in the tube system.
	+ ER sending labels for add-ons instead of the proper procedure
		- Kathy S to follow up
	+ MHE-
		- Can we start having East meetings?
			* Forwarded to Eric.

* General Nights
	+ No lunch
	+ OPEN- Phlebotomy is not assisting on night shift like it was planned when nights took over maintenance.
* Only a few of the current phlebs on nights are trained to do processing so that is why it seems like they aren’t helping.
* When the new phlebs are hired, they will be trained in processing on days so they will be ready to go when they start on the shift.
* La’Rhonda has stressed to the current phlebs that their help is expected.
* UPDATE- Phlebotomists are still not helping and in fact it is worse.
	+ La’Ronda will come to next night meeting to hear concerns.
* OPEN- Crystal Brown is becoming overbearing with ordering procedure.
	+ - Jan G. looking into.

Sincerely,

Jennifer Harris, MT(ASCP)SBBCM

Blood Bank Supervisor

Evening and Night Shift Supervisor