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

6/16/16 Day shift- Jennifer H., Kay S., Glenda M., Becky E., Susan S.

6/22/16 Evening shift- Jennifer H., Lindsay P., Lindsey S., Sara G., Sarah K., Susan R.

6/22/16 Night shift- Jennifer H., Leslie M., Paul C., Kylene S., Jan G., Susan S.

* **Old Business**
  + Blood Bank
    - OPEN- XM in Blood Bank
      * This is **NOT** in effect until the new procedures come out.
      * Validation is complete.
      * Have to write the procedure and then implement.
      * Need a trainer from each shift
        + If willing to train the others on your shift, send me an email.
    - OPEN- 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.
      * Dr. Bolesta has ok’d that I streamline this process. Writing the procedure now. Look for the change in the near future.
    - OPEN- Day shift asked if L&D could order the Rhogam workup on mothers when they are admitted for delivery. This just means that the order would sit out there until the baby was born, but there would be less time spent, by BB staff, on making sure it gets ordered.
      * Email sent to L&D 4/19/16
      * UPDATE- Donna, OB Director, says that this isn’t necessary because the nurses don’t put the order in until they know the baby’s type and if it is Rh negative then they don’t order.
        + We know this is not the case so I will be saving these instances for her so that she can see that this is not the case. More to come.

* Hematology
  + None

* Chemistry
  + Closed- Night shift asked if the BNPs could have their own number like the lactates were moved to. It would save on re-draws due to the white tube not being drawn.
    - Sent email to Evan and Nancy-3/24/16
  + Closed- Night shift asked if it would be possible to just hit print for lactates that have decreased, but are still normal.
    - Sent email to Evan – 3/24/16
  + Closed- Lactates-if normal, then a second isn’t supposed to be drawn, but on nights there have been multiple normal on the same patient and when they talk with the nurse, the nurse would cancel the repeat order.
    - Sent email to Evan & Kathy S.- 3/24/16

* Micro
  + None

* General Evenings
  + None
* General Nights
  + OPEN- Phlebotomy is not assisting on night shift like it was planned when nights took over maintenance.
    - UPDATE-Susan S. will be looking into further assisting the night shift.
* OPEN- Crystal Brown is becoming overbearing with ordering procedure.
  + - Jan G. looking into.
    - UPDATE-Will work with informatics and Brenna to show Ms. Brown how to look up results and order.
      * This will not be a quick fix, but we are working on it.
* **New Business**
  + Blood Bank
  + We are getting rid of the white tag that is placed on double or triple units.
    - This will be effective 7/1/16.
    - You will need to look at the product to know which part it is.
  + Until a meeting on 6/28, all products issued to the OR should be sent with paper documentation.
  + Expired units (PRBC or PLT) should ***NOT*** be discarded.
    - Attach yellow Quarantine tag
    - Place in quarantine
    - Days will return to MVRBC.
* Hematology
  + Nights likes autoverification
* Chemistry.
  + Suggested by Jan that weekly moved to Monday on Cobas.
  + Nights seemed agreeable to this.
* Micro
  + CO2 tank isn’t working and the work around is not working.
  + Evening ER techs are sending glass blood culture jars in the tube system without the special protection.
  + Some ER people have gotten really mean with eve techs lately.
* MHE
  + Evenings brought up the idea of adding a few more tests to East’s catalogue.
    - Vag. Paths
    - C. Diff
    - A1C
    - Acetaminophen/Salicylate Acid
    - Told them that it would be discussed as I would get back with them.
* General All
  + UPDATE- Hiring
    - Thought we were done hiring, but we need more. Not sure how many.
      * Still have 3 open Phleb positions
        + 2 Day positions
        + 1 MHE night position
  + Agency staff techs have been hired to assist with the staffing issues
    - 1-Day micro to read cultures
    - 1-Eve tech who will just do 1 area.

* General Evenings
  + CRYSTAL BROWN!!!!
    - See above.
  + Evenings had a question about whether a floor could just draw their own blood if needed when the phlebs were not available.
    - Email sent to La’Ronda 6/23/16
* General Nights
  + None

Sincerely,

Jennifer Harris, MT(ASCP)SBBCM

Blood Bank Supervisor

Evening and Night Shift Supervisor