

Staff Meeting

Core Lab Nov 8, 2023

Attendance: Jeff, Amelia, Uswald, Amy, Jolina, Hanna, Tessa, David

Regrets: Erin, Jobelle, Theresa

- Performance Doc- There are still some people who need to complete their part of the performance Docs, please do so as soon as possible as I have started meeting with staff. Remember if you want to take a course, or attend any conferences, they need to be listed on your PD.
- BB Inventory- Update from last meeting. It is only crucial that the inventory for Packed cells gets into the CBS database before 10 AM. The inventory for products can be done later by the staff member coming in at 1000. So, going forward we will say that the 0700 person will perform this task before they go for rounds.
- 7600 Calibrations- A few reminders when it comes to calibrations on the 7600: If you are calibrating, please make sure you plan your day out so you can complete your work before you go home for the day. Do not, in any circumstance, leave calibration work for the evening staff. If it is just the paperwork that needs to be completed, and you are not going into that new lot immediately, you can finish it the next day, otherwise you will have to stay and complete your work. Also, you should never calibrate on weekends. Even if you are not busy and you want to get ahead for the week, you have to think that when it is time to recal it can fall on a weekend and that person may not have time to do the work.
- ECB- If you have an Electronic Call Back on your payroll, can you please put in a comment as to what time the call was at and what it was regarding.
- Mock Tracers- As we prepare for accreditation, we will be performing mock tracers from now until accreditation in the spring. We did one this morning and a few points that I want to bring up are: Waste bins, please make sure you are disposing of your garbage in the right bins. Last meeting, we discussed when to change them out but now we must be mindful of what bins we are using. The large sharps bins have everything but sharps in them, ie Hematology- please do not use the large sharps containers here, but instead use the ones we make up. The second item was in regard to STAT samples, a reminder that STATS must be released <55 minutes from receiving them, not 60 mins. It may not seem like 5 mins is a big difference, however, when I do my TAT's these 5 minutes can make a big difference.
- Amy BB Update: When it comes to issuing blood products, make sure you are following the proper procedure of patient identification. We have had a few instances in where nurses have wanted blood products without going through our processes. This is not acceptable, however if they are really giving you a hard time and you have exhausted

your ability to have them cooperate, you can issue the blood, but you will need to make sure you follow up with the department afterwards. If this happens, please notify Lisa and Amy so they can have the managers of the department deal with the behaviors of their staff. We also do not have a massive transfusion protocol, so if they bring this up let them know we have no such procedure. You should only issue one unit at a time, in some cases they have 2 IV sites so you can issue 2 at a time, but in no circumstances will you issue out more than 2. Amy is working on procedures that will hopefully be approved soon. She will also begin doing JKa competencies for the new procedure being implemented. Remember Dr Barry is also a good resource for us, please call him if you have any concerns about a patient's treatment. He can talk to doctors to make sure they are using other options than RBC/Plasma.