|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendee** | **Present?** | **Attendee** | **Present?** | **Attendee** | **Present?** |
| Carolyn (Recorder) | **Checkmark with solid fill** | Pearl |  | Myles |  |
| Jaime |  | Aldie |  | Miranda |  |
| Vanessa |  | Kaitlyn |  | Alix |  |
| Ryan |  | Janina |  | Guest Speaker: Amy | |

1. Initial all collections.
   1. All specimens (not just Blood Bank) should be initialed by the collector. Ideally, the time should also be written on the samples. This allows another person to appropriately collect and receive the samples if required.
2. Do not use the Blood Bank ice packs. These are reserved for blood for transfusion only.
3. Dengue Fever collections – these can be collected as per APL online instructions and sent out as Category B. You do not need to have special approval.
4. Privacy Reminders – Please ensure that you keep client information confidential. Do not leave screens open unattended, patient information up on the ECGs, or paperwork in the collection areas. You are also not to look up results for your family, friends, or yourself. Only access information that you need to perform your job.
5. A sample was left in the cooler and returned to one of the communities. Please ensure that the coolers are double-checked (especially the tinfoil pouches) for samples before double-signing, taping closed, and putting on the return rack.
6. Open all supply boxes – a supply box was dropped off and pharmacy was called to come for it. Upon opening the box, it was determined the supplies were for Core Lab. Please check the contents and ensure they are stored at the correct temperature before assuming they were misdelivered.
7. All Pathology specimens must be entered into the LIS. This does not include Pap Smears and FITs.
8. Record all calls for add-ons. Also record all calls you must make to clarify orders to ensure we are getting the right workload. Also, please ensure you are entering workload codes like TRY1, ISO1, etc. so you are getting the right workload for extra pokes or collecting in an isolation room.
9. When you place orders, please print a copy and put it in the order binder. Once all items are received, the print off can be removed. This includes SAM and APL orders.
10. Send a manifest with each PKU. The Newborn Metabolic Screening Program still does not seem to be getting the information they want on the PKU cards, so please print and send a copy of the manifest with each card.
11. Please ensure all maintenance and temperature checks are performed and recorded each day. We can invite a Microbiology staff member to show us how to perform BSC maintenance and checks.
12. Hand Hygiene Audits – Please ensure Hand Hygiene Audits are being recorded each month. They can be entered at the following link: <https://app.smartsheet.com/b/form/0c9caa4108344f69a60601ce22377614> Please ensure you enter Specimen Control in the box at the bottom or we do not receive credit for performing them.
13. Please ensure we work collaboratively with our partners in Registration. A good working relationship makes our jobs more pleasant and is more productive than an antagonistic relationship is.
14. Holes in the glass – The request was put forward and approved to have holes added to the barrier glass in Lab Outpatients. Due to fiscal constraints, completion of this project has been deferred until next fiscal year.
15. RL6s – If you enter an RL6, please let me know and provide me with the number so I can follow up.
16. Please ensure all required labels are on 24-hour urine containers. If there is acid in it, the workplace label and warning labels need to be added, but all should have patient, and date/time of start/finish labels attached.
17. Vacation requests for bulk leave have been received and will be approved/denied by February 14th. You can now enter requests for other types of leave.
18. Performance Appraisals – If you have been working all fiscal year, please ensure you have done the initial entry in PeopleSoft for your PA’s. Once they are in, I can meet with you to approve or add to the file.
19. Special Guest – Amy Richardson
    1. A new Transfusion Medicine Requisition is being released. Amy presented the requisition and Job Aid.
    2. The requisition is being added to the EMR. There will be a 3-month transition period as already issued requisitions continue to be processed.
    3. After the 3-month grace period send back any Transfusion Medicine requests unless they are on the new requisition.