



Quest Diagnostics Nichols Chantilly  
At  
Shady Grove Adventist Hospital and  
Washington Adventist Hospital

**BLOOD BANK STAFF MEETING**

**MINUTES**

**(04/03/2014)**

**PRESENT:** 4.3.2014 @ 0640-0715 (SGAH) STEPHANIE CODINA, YVONNE NGWA, DIPTI PATEL, MONA PATEL, ANNE RIENKS, SHAKIMAH RODNEY  
 4.3.2014 @ 1515-1540 (SGAH) STEPHANIE CODINA, SARAH DELINGER, GABRIEL NJIKA  
 4.4.2014 @ 0640-0710 (WAH) STEPHANIE CODINA, MARY-DALE ABELLANO, TSEGAYE NEGASH, VANESSA ROBINSON  
 4.4.2014 @ 1545-1600 (WAH) STEPHANIE CODINA, HABIBA LAKO

**DISTRIBUTION: BLOOD BANK STAFF MEMBERS**

**MEETING COMMENCED**

Item	Discussion	Action	Follow-up
Minutes SOP/Form Updates	Reviewed changes to the following SOPs/Forms. Training updates in MTS. <ul style="list-style-type: none"> <li>• WAH monthly/quarterly plasma thawer maintenance added to daily temps. SOP revised to include this change.</li> <li>• Centrifuge/cell washer functional QC form updated to delineate who is responsible for each section. SOP updated to reflect changes.               <ul style="list-style-type: none"> <li>○ Biomed must obtain newest form from BB staff (forms book)</li> <li>○ Biomed completes date, interp, tech as well as results of RPM and timer checks</li> <li>○ BB reviews form for completion and determines whether results in range BEFORE biomed leaves (take unsatisfactory equipment out of service)</li> </ul> </li> <li>• Irradiator QC form, log, and SOP updated to reflect documentation of start/end times with daily and monthly timer checks.</li> <li>• BB LIS reports updated for clarity.</li> <li>• Emergency Release form may be updated due to comments of CAP assessor.</li> </ul>	None	None
BB14	Reminder that you MUST update the number of units ordered when allocating units to an order. The #UO (units ordered) should be $\geq$ the #UA (units allocated) on the BB14 report.  Units set up because a patient has an antibody are considered ordered. We have a policy approved by the medical staff to do this.	None	None
Gel	Met with Ortho to discuss the possibility of transitioning to Gel. Awaiting new quotes from Ortho to see if this is a financially viable option.	None	None

Item	Discussion	Action	Follow-up
Pneumatic Tube	SGAH pneumatic tube is supposed to go live at the end of April. Training will be available in April. We need to validate our station for blood product transport BEFORE going live in the BB.	None	None
Timed Retypes	Discussed how the timed retypes are working. BB staff members feel like phlebotomy staff are entering the surgery date and workflow does work better with the timed specimens.	None	None
Open Forum	<ol style="list-style-type: none"> <li>1. Please call GEC immediately for patient history if you get a positive antibody screen. Patients are often discharged by the time the workup is complete.</li> <li>2. We do not accept standing orders from OIC. The nurses must complete an order form if the patient meets criteria.</li> <li>3. Should we enter antigen typing on outpatients who we don't have history on? Yes, if it is reasonable to assume the patient has not been transfused (ie pre-surgical, OB patients). No, if the patient has likely been transfused (OIC, Rehab).</li> </ol>	None	None

Meeting  
adjourned  
Next meeting  
week of May 5,  
2014

Stephanie Codina  
Recorder