



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

BLOOD BANK STAFF MEETING

MINUTES

(08/13/2014)

PRESENT: 8.13.2014 @ 0635-0725 (SGAH) STEPHANIE CODINA, MARIA MORRIS, YVONNE NGWA, SHAKIMAH RODNEY
 8.13.2014 @ 1655-1715 (SGAH) STEPHANIE CODINA, GABRIEL NJIKA, MONA PATEL

DISTRIBUTION: BLOOD BANK STAFF MEMBERS

MEETING COMMENCED

Item	Discussion	Action	Follow-up
Minutes			
Lab Inquiry	Please don't use the "Print Detail" option from Lab Inquiry. <ol style="list-style-type: none"> 1. This prints a report that contains the patient's SSN. 2. The report does not contain all of the legal elements of a lab report such as normal values, testing lab, etc. To print from Lab Inquiry, use the "Print/Fax Interim" option and type the printer number in the "Device" location.	None	None
Receiving Orders	Please don't forget to receive ALL orders before resulting. This includes CHOLD, RTYP, and transfuse orders. We have added a rule to the BB module that will not allow staff members to result a test that has not been resulted. This may be contributing to some of our Cerner issues.	None	None
Sunquest Cerner Issues	We are still seeing some Sunquest/Cerner issues. <ol style="list-style-type: none"> 1. ETS is sending duplicate fields at SGAH but not at WAH. 2. MMRN on CHOLD is not being resulted correctly. 3. Duplicate T&S and transfuse orders. We have escalated issues for resolution. Please continue to give me examples. However, please WRITE THE ISSUE AND YOUR INITIALS on any documentation. Printouts without a description of the problem or identification of the person reporting are not helpful and often get discarded.	None	None

Cryo	<p>I adjusted the standing order of cryo for both locations based on the use YTD 2014.</p> <p>SGAH: 4 quints delivered monthly (reduced from 5 per month) WAH: 5 quints delivered monthly (reduced from 9 per month)</p> <p>I also held the cryo order for WAH for the next 3 months. We have a pretty big inventory right now. Please reevaluate if inventory changes significantly.</p> <p>Also, please don't forget we DO NOT stock individual units (single non-pooled cryo). Please do not order individual units from ARC.</p>	None	None
Coolers	<p>Reminder:</p> <ol style="list-style-type: none"> 1. Coolers must be shipped with 3 blue ice blocks and 2 white gel packs. We are seeing coolers come back without this number of ice blocks. 2. We have a cooler board so BB staff members FOLLOW UP on coolers that have been out of the BB for an extended period of time. BB staff members MUST follow up with the patient care area if a cooler has been out for almost 6 hours. This is not being done consistently per SOP. 	None	None
New Antisera	<p>Immucor is now offering monoclonal antiserum for Fya, Jka, Jkb, S, and s. We have ordered and are validating these for use at both hospitals. We need the following for each. Please save units/patients that qualify.</p> <ul style="list-style-type: none"> • 5 units positive for Ag • 5 units negative for Ag • 5 patients positive for Ag • 5 patients negative for Ag 	None	None
BB Career Ladder	<p>The BB career ladder has been finalized and staff members may apply for promotion. See me for a copy of the form. The following qualifications must be met to be eligible:</p> <ul style="list-style-type: none"> • MT I with a minimum of 2 years experience in BLOOD BANK • ASCP or equivalent • No disciplinary action (attendance or performance) in the past 6 months <p>Also, you must be self-directed. Those people who do personal tasks at work will not be promoted.</p>	None	None
Meeting adjourned			
Next meeting week of September 8, 2014			

Stephanie Codina
Recorder

Request for Promotion to Medical Technologist II - Blood Bank for Adventist Hospitals

Name of Employee: _____
Employee ID#: _____
Department: _____
Hire Date: _____

Mandatory The above named employee meets the following criteria:

- () Employee grade is currently Medical Technologist I.
- () Successful completion of at least 2 yrs. of high complexity technical experience in blood bank
Describe experience, giving dates and locations:

- () Bachelor's of Science in Medical Technology, Clinical/Medical Laboratory Science or equivalent with evidence of degree on file
- () Current professional certification (ASCP, HEW, or equivalent) with evidence of current certification on file
- () Last performance review rating equal to or better than "3" Most Recent Rating: _____
- () No disciplinary actions within the past 12 months
- () Meets or exceeds all deadlines for mandatory training and competency to include Learning Suite, MTS, and IntelliQuest.

Mandatory Demonstrates consistent performance in the following areas. Supervisor must initial to confirm performance. (Must demonstrate performance in at least 7 of 8 areas).

- () Capable, competent, experienced, knowledgeable, independent
- () Interacts with other healthcare providers in a professional manner
- () Acts as a clinical laboratory consultant to other members of the healthcare team
- () Evaluates laboratory testing for appropriateness
- () Uses evidence based criteria to interpret laboratory testing data. Applies evidence-based criteria to correlate and interpret laboratory data
- () Demonstrates well-developed problem-solving skills
- () Continually assess own skills/abilities and pursues continuing education and/or formal education when needed. Seeks mentoring for leadership. Actively participates in continuing education
- () Participates in the instruction of new laboratory/blood bank personnel and student clinical laboratory technicians/scientists

Assignments as MTII

- () 1) _____
- () 2) _____

Supervisor Approval: _____
Signature *Date*

Director Approval: _____
Signature *Date*

Note: It is the director's responsibility to ensure that the employee meets the minimum criteria.

<i>To be completed by Employee Services</i>	
Date Received:	_____
Current base:	_____
Recommended increase (5 or 10%):	_____
New recommended base:	_____
Effective date:	_____
Processed by:	_____

