

Quest Diagnostics at

Shady Grove Medical Center and Washington Adventist Hospital

MEETING

MINUTES

7.5.2016

PRESENT: WAH: 7.5.2016 @ 0650-0725 STEPHANIE CODINA, YESHIWAS BELEW, MARIA MORRIS, VANESSA ROBINSON

SGMC: 7.6.2016 @ 0700-0740 STEPHANIE CODINA, MILKA GEBREGZIABEHAIR, YVONNE NGWA, DIPTI PATEL

DISTRIBUTION: BLOOD BANK STAFF MEMBERS

MEETING COMMENCED:

Item	Discussion	Action	Follow-up
Minutes			
Everyday Excellence	We reviewed the 4 modules for "I am a Professional." 1. Responsible Professional 2. Trust and Respect 3. Put a Little Polish On It 4. Help, Please	Review the modules on MTS and sign off understanding.	None
ARC	Did everyone complete the ARC online ordering modules? If not, please complete ASAP.	All staff complete online modules	None
Trainers/Competency	We will be scheduling the train the trainer/competency assessors course soon	Tell Stephanie if you are willing to be a trainer/competency assessor	None
Dress Standards	The Adventist dress code changed. Please review changes on MTS. Reminder that the following apply to anyone going in a patient room: 1. If hair is below the neckline, you must pin it back. 2. No rings allowed; only a wedding ring. 3. Fingernails must be < 1/8" in length. If polished, polish cannot be chipped or cracked at all. 4. Cover any tattoos.	Comply with dress code	All staff
Open Forum	1. We are seeing a lot of duplicate TRRC orders. How do we handle? a. Call RN and ask what the patient actually requires. b. Cancel duplicate TRRC orders and fill the others. This is a Cerner issue. It may not get resolved anytime soon. 2. Still seeing problems with OR blood	1. Cerner people working on the duplicate orders. 2. Stephanie to follow up with Jamie (OR educator) regarding issues.	Stephanie

Item	Discussion	Action	Follow-up
	requests. Form not completed, missing armband, tubing forms for multiple units when a cooler is required, etc.	3. RPM stickers accidentally removed by biomed. Staff to reprint.	
	3. RPM stickers are missing on the centrifuges.		

Meeting adjourned

Next meeting the week of Aug 1, 2016

Stephanie Codina
Recording Secretary