**

Shady Grove and White Oak Medical Centers

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| **Blood Bank Team Meeting** **Minutes**  **May 6, 2024** |

**Present:**

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| √ | Mary-Dale Abellano |  | Bilen Gebresenbet | √ | Larissa Kukapa |
| √ | Kelvin Addo | √ | Isaias Gebreweldi | √ | George Li |
| √ | Malak Antar | √ | Hojat Goudarzi |  | Arlene Mencias |
| √ | Lesley Crowder | √ | Natasha Hall |  | Tsegaye Negash |
| √ | Bech Ebini | √ | Chizobam Igweh |  | Boris Njeambosay |
| √ | Uchama Eni | √ | Jessica Jenkins | √ | Henry Nvule |
|  |  |  |  | √ | Rocio Vergara Torres |

**Distribution:** Blood Bank Team

**Meeting commenced:** 0630 and 1600 via TEAMS

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| **ITEM** | **DISCUSSION** | **ACTION** | **FOLLOW UP** |
| **Telephone Order Entry** | When we receive telephone orders (including MTP), we must place the orders in Sunquest. We are legally required to have a “prescription” for blood products. When we enter in Sunquest, the orders go back to the provider for electronic signature to meet this requirement.   1. We must place all orders, including the TRRC. We are seeing a number of situations where staff are just adding units to a T&S without entering the TRRC. 2. We must use the correct, ordering provider. This is the name of the provider given to us with the phone call and documented on the log. DO NOT use the default provider from Sunquest. 3. We must enter the indication for transfusion. Most often, this is Acute Hemorrhage. 4. Please do not put comments in the attribute fields. These cross to the BAD file. | Informational | None |
| **New BB Armband** | We can no longer purchase the current BB armbanding system. We are transitioning to a new system. The new armband is very similar but slightly different than the old one. The new one is barcoded, so we can scan the R number into Sunquest. |  |  |

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| **MTP** | Reminder that during an MTP we require the “Request for Transfusion” form, but it does not have to be completed as normal. It must have:   1. Patient info in the bottom, right corner. 2. BB/TS armband number at the top. 3. Signature, date, and time   Then, they simply write “MTP” across the form.  Blood bank should not request that the form be filled out for MTP activations. | Informational | None |
| **Temperatures** | Reminder that when you are taking temperatures, they must agree within 2oC for refrigerators and 5oC for freezers. If the temperatures are outside or close to this range, we need to compare the probes to the NIST and adjust as indicated. | Informational | None |
| **Responsibility** | Staff members are responsible for the content of staff meetings even if they did not attend. You must closely read the minutes and ensure you understand the material.  Please check your mailbox daily and ensure you are addressing any notes/edits during the next shift. Please do not keep these for extended periods of time.  Mailboxes should be used for storing training, competency, current projects, and messages. Please do not store other items in mailboxes. When they are too full, staff tend to “lose” notes. | Informational | None |
| **Goals** | All blood bank goals should be in progress. Please let me know if you need access or training to complete your goal. YOU are responsible for ensuring it is completed on time. | Informational | None |
| **Employee Survey** | We are in the middle of our employee survey from now until May 14. Please log in and complete the survey before next Tuesday. Please let me know if you are having issues accessing the survey. | Informational | None |
| **BioRad** | We will be piloting the use of BioRad to document fetal screen controls and results.   * BioRad is accessed via the “Unity Realtime” link on every AHC computer * Username is the employee ID * Password is biorad   Level 1 is the negative  Level 2 is the positive  Enter the patient MRN, accession, and result in comments.  Please use this in addition to the log for the next few weeks and we can discuss whether or not people like this. | Informational | None |
| **To Do List** | 1. The following are PAST DUE. Please complete and turn in as soon as possible.    1. Versiti training for ABO Discrepancy    2. Refrigerator Alarm Training 2. Complete Empower training. Note Empower is now accessed via Employee Self Service and Learning. They are having issues with the current assignment. If it doesn’t display, please switch to Google Chrome to view. Let me know if you have issues. 3. Competency—Complete RWB/Irradiation during the week in which you work nights at SGMC. Due May 30, 2024. Please ensure that you enter a thawed plasma and an AS-3 or CPDA-1 red cell into the TEST system in preparation for the competency. You must schedule a time to complete with Hojat if you switched your night shifts. | Informational | None |