**

Shady Grove and White Oak Medical Centers

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| **Blood Bank Team Meeting****Minutes****January 7, 2025** |

**Present:**

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

**Distribution:** Blood Bank Team

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

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| **ITEM** | **DISCUSSION** | **ACTION** | **FOLLOW UP** |
| **Recognition** | Staff asked for a public forum to recognize others. | Informational | None |
| **BBREF Resulting** | When entering BBREF results, we generally only enter current findings and do not enter historical results.Exception: We enter all antibodies that are current or historical that are not in our system.  | Informational | None |
| **Quality Control Documentation** | There seems to be some confusion that there is a time limit on the rack QC done by each shift. QC must be done daily. As long as you are doing and documenting on the proper day, it is OK.If done on downtime, it still needs to be entered in the LIS. Please ensure you are entering as soon as the computers come back up. | Informational | None |
| **Reagent Receipt QC** | The new process for reagent receipt QC was intended to make the process easier and remove redundant documentation. That said, it seems to be very confusing to people. Do we want to go back to the original method of documentation??? More to follow. | Vote | None |
| **10- or 12-Hour Shifts** | We had a request to move to 10- or 12-hour shifts in the blood bank. We can do this if someone creates a schedule that works for everyone. The problem with the longer shifts is that it requires more people to cover, and we are not going to get more staffing. It will also require additional people to shift to the night shift. | Discussion | None |
| **Mailbox** | Reminder that you must check your mailbox and clear each shift. This is an important route of communication. | Informational | None |
| **Employee Engagement Survey** | Discussion of the employee engagement results. | Discussion | None |
| **Accountability** | 1. Attendance
2. Clocking In and Out
3. Documenting Missed Breaks and Having TIC Sign
4. Documenting QC tasks in real time
5. Use of proper documentation technique
 | Discussion  | None |
| **To Do List** | 1. Complete peer reviews by 1/15 if you have not already done so.
2. Identify personal goals for 2025.
3. Complete RWB portion of the competency before the end of February.
 | Informational | None |