**

Shady Grove and White Oak Medical Centers

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| **Blood Bank Team Meeting** **Minutes**  **February 19, 2025** |

**Present:**

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|  | Kingsly Amindeh |  | Sam Haile | √ | Noela Muma |
| √ | Basil Belgrave | √ | LaShawn McKoy | √ | Seleshe Russom |
|  | Wayne Dawes | √ | Arlene Mencias | √ | George Sonkwa |
| √ | Diana Dry-Alston |  |  |  |  |

**Distribution:** Blood Bank Team

**Meeting commenced:** 0700 and 1500 via TEAMS

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| **ITEM** | **DISCUSSION** | **ACTION** | **FOLLOW UP** |
| **Documentation** | Documentation must be done at the time a task is performed. For specimens, we must read and record each tube or gel microtube and result in Sunquest. If Sunquest is down, documentation must take place on a downtime form.  We do not do QC or testing, “remember results,” and document later.  This will be considered falsification of documentation. Staff can be terminated for this offense. | Informational | None |
| **BB Referral Form** | When you have a positive antibody screen, you must refer the extra pink tube and at least 2 segments to WOBB STAT.  You are responsible for completing the Blood Bank Workup Referral Form and performing the screening crossmatches THEN faxing the referral form to WOBB.  For the form, you must call the patient care area and ask the questions. The nurse should be asking the patient for the information. If the patient has been hospitalized somewhere else within 90 days, you must call that hospital and ask them for the BB history. | Informational | None |
| **HemaTrax** | Staff members have been stating they cannot print labels from HemaTrax. It appears people are not selecting the label or printer. You must select the label (Product Type and Expiration) and the printer or the label will not print. | Informational | None |
| **Inova Blood Orders** | Evening shift must check inventory each day at the START of the shift. If inventory levels are adequate (even if they are below par levels) nothing needs to be done. If inventory levels are critically low, you must place an order for blood. We place our routine orders for blood on Sundays and Wednesdays. The Inova form must be completed and submitted on these days. Normally, we fax the form to Inova. however, they are having fax issues and are asking us to e-mail them at this address:  Hospital Services Department [HospitalSvcDept@inova.org](mailto:HospitalSvcDept@inova.org)  INV = how many we have in inventory  # ORDERED = number we want (par level minus inventory level) | Informational | None |
| **Maintenance Assignments** | Staff must review the maintenance assignment sheet regularly and complete maintenance as required. Please ensure you are following the procedure and documenting as required. DETAILS MATTER! | Informational | None |
| **Releasing Units** | You must verify that all testing is complete on a unit before releasing it. This specifically refers to units that were emergency released and returned. The crossmatch must be documented. You cannot document the crossmatch if you release a unit prior to testing. | Informational | None |
| **Case Study 1** | A patient is seen in the ED. The MD orders Emergency Release red cells. We issue the red cells. Later, we get a T&S for the patient and the AbS is positive. What steps need to be taken?   1. What type of crossmatch needs to be done?   We must complete BOTH the immediate spin and the gel crossmatch and document them in Sunquest   1. Do we need to send the segments to WOMC?   Yes, the units need to be antigen typed to see if they are truly compatible   1. Should anything else be done?   If the units are incompatible, we should notify the pathologist and the patient care team, so they can watch for early signs of hemolysis or decreased red cell survival. | Informational | None |
| **Case Study 2** | You are just coming on to shift. WOMC calls to tell you the last shift send an antibody workup for a patient, but the T&S results are not in Sunquest. What steps should be taken?   1. Can we enter results?   We can enter results if they are documented on a downtime form. If they are not documented, the specimen should be tested and resulted.   1. Do we need to call the testing tech in?   There is no need to call the testing tech in to result. That will cause delays in resulting.   1. What additional steps are needed?   Document the failure to follow procedure on a PI/Variance form or in Medialab IQE. | Informational | None |
| **Training Needs** | Please let me know if you need additional training or clarification on anything in BB. We can provide additional training to any staff member for areas you do not feel confident about. | Informational | None |
| Questions | Evening shift asked us to look at volumes stating workload is too high for 2 people to manage both core lab and blood bank. The concerns were passed to Rob/Zanetta as they do scheduling. | Informational | None |