**SVF Lab Staff Meeting Minutes**

**9/6/17 at 3:30pm**

* Inventory: Please remember that when we are critically low on something to email me immediately.
  + GHI- Also, continue to get my approval for GHI inventory runs for the time being.
* CA1500: The contract has now been moved over to us here at Fishers. I am now just waiting on confirmation on an install date. Stay Tuned!
* Vitros Calibrations:
  + Pay attention to the PV range.
  + After you are sure the calibration was successful, take the calibrator samples and run them on the analyzer as you would a patient. You can program them however you would like for the sample id (ie: alt1, alt2, alt3, etc). Compare the values that you get from this to the original values that you obtained from the calibration. Include this document in your calibration packet.
  + Patient comparisons: Please begin running a high and a low patient for the lot to lot comparisons on the Vitros. You should be able to find a specimen that was ran previously in the day, if not you are able to use proficiency material or QC (I would prefer QC be the last resort).
* Proficiency testing: We HAVE to get better!
  + When performing your API surveys please pay extra special attention to all instructions. We have not been doing all that well with these surveys and we must do better!
  + Whenever there are missed tests I will be doing a more thorough follow up that will require more work for both of us.
* Hospital Staff Issues: I am working very closely with the administration on this. If there are issues please make sure you are documenting everything down on the communication log. If there is a specific incident please send me an email so that I have all of the information that is needed for the follow up.
* Instrument issues: Make sure you are notifying me whenever we have an analyzer go down. This way I can answer questions from the hospital accordingly.
* Lunch breaks: Please remember that you are required to take a lunch break when possible. This applies to weekends as well. If you are able to clock out for 30 mins please do so. I understand that sometimes we are just busy and it is not possible to clock out for a full 30 mins.
* Plasma Thawer in Blood Bank being turned off: I believe this is happening when housekeeping is cleaning. Please be mindful to check the temperature when you are working. If you notice it is off turn it back on immediately!
* Blood Bank send outs: Make sure that every specimen you are sending out to other facilities is labeled correctly. We have had 2 incidents, recently, where blood bank specimens were sent out to 86th street missing information.
* MTS:
  + Blood Bank answers: I have just emailed a copy of all of the answers to the questions that do not pertain to us. Please let me know if you have any additional questions. You guys have all done awesome getting these done in a timely manner!