**11/30/17 SV Fishers Staff Meeting**

Staff in attendance: Kelly Vanoy, Shanna White, Nate Boland, Caroline Musser, and Kimberly Ross

1. Calibration Responsibility:

* Discussed calibrations on both chemistry analyzers and how it is EVERYONE’S responsibility to ensure that each shift has the necessary resources to be able to deliver quality patient care.
* Presented document on how to pull Vitros calibration expiration dates. It was decided that this would be done on a weekly schedule and a list would have be compiled of tests that needed calibrated for the week.--> document is attached as well as an example of print off from the analyzer

1. JI Pending log:

* Please remember to pull the JI pending log at the end of your shift. We have missed several items and it has not been discovered until a few days later. Nate has typed up instructions for us all to follow in case you need help!--> document is attached.

1. Coag QC Variation:
   * Coag QC variation was discussed. We must be more conscious of how we are handling the Coag reagents and QC. Please remember to practice good specimen handling with the QC. If you notice that we are trending high or low it may be necessary to change reagent bottles.--> October Statistics are attached.
2. Idea Board Projects:
   * We are each responsible for 2 projects each year. Please wrap up any project that may be in process and give all information to me. If you can provide pictures or documents on the project please do! It helps when I present the information to the management team. There is still time to quickly knock out projects as well. If you have not completed one this year, please make this a priority.
3. Grifols Timeline:
   * Correlation testing must be completed ASAP. Please continue to run specimens on the new system. We are still short Cord Bloods, DAT’s, and positive AB screens.
   * SOP’s are expected to be released the week of Dec. 4. As soon as I have them I will be assigning them for review on MTS. It will be very important for you to stay on this and ensure that you understand everything.
   * Go live for the Grifols system is set tentatively for Dec. 18.
   * One more training session will be offered next week. The date is to be determined still. If you have not been trained by the Grifols staff it will be very important for you to be here.
4. Micro Critical Calls:
   * If you receive a critical call from the Regional Micro department please make sure you are notifying the appropriate people! You will need to call the unit the patient is on, the AR on duty, and then send me an email. There was a missed positive CRE (not our fault) and the hospital is trying to be proactive for the future.
5. Competencies:
   * The end of the year is approaching quickly. Please do not forget about completing these! I need them sooner rather than later so that I can get them all graded by the end of the year.
   * There are also a few of you who have not yet completed the competency quizzes assigned earlier this year. Do not forget about these either!
6. API surveys:
   * We have continued to improve on our survey scores, but we are not out of the water yet. Please continue to ensure that you are following all instructions, double checking your work for clerical errors, and entering them into the computer correctly. We will all be graded next year on our evals on the performance of the lab!
7. Lab supplies:
   * If you need to purchase something for the lab (ie: air freshener) you can turn the receipt in for reimbursement. Please ok the purchase with me prior to actually purchasing it.
8. Lead Tech Position:
   * We have hired a Lead Tech! Her name is Anjali and her tentative start date is 12/18!
   * Her main site location will be here at Fishers. This will help us to be able to have a member of management here at all times.
9. Holiday Party:
   * It was decided to keep with tradition and have a holiday pitch-in in December. I will be placing a sign on the door for us to be able to sign up to bring items.