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| SVNE Staff Meeting Minutes |  |
| Date/Time: | Feb. 7, 2018 3pm |

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| Attendees: |
| Kimberly Ross, Julie Ross, Shanna White, Nate Boland, DJ Tschetter, Caroline Musser, Lita Murphy |

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| 1. Julie’s Discussion: |
| Julie discussed the Vitros Event from 1/17/18.   * Only trouble shoot for so long. Make it clear that you are the only tech on site and that you cannot trouble shoot for extended periods of time. Also make sure that they understand that we are a critical access hospital and that this is our only Chemistry analyzer. * If you are not trained on a particular task, Do Not Do It. |
| Neighborhood Hospital   * Blood Bank: Only ABORH is permitted to be done. We are not performing any antibody screens for them. We also will not give them Rhogam. They will have a small supply at their facility.   + Their antibody screens will go directly to ARC * Castleton Neighborhood Hospital is coming soon! We will be getting their STAT labs as well * Forms are being created that will be similar to our downtime forms. This should help with determining what testing needs to be done. |
| Ascension Changes   * With nursing turn over rates high and many structural changes being made to Ascension Healthcare, it is important that we are all paying very close attention to the labeling of our specimens. |

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| 1. Blood Bank Event 1/20/18 |
| * The entire event was discussed. We went over the root cause analysis and discussed how to prevent this from happening again in the future. * Root Cause was determined to be inattention to detail. * Read and sign MTS assignments will be given to staff regarding the Blood Bank Specimens. |

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| 1. Grifols Blood Bank and CA1500 |
| * Implementation is completed for both the CA1500 and the Grifols Blood Bank system. Questions were asked to ensure that all staff is comfortable with the new equipment and processes. * Ortho will remain our backup method for the time being. * Weak D’s will remain in the tube method |

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| 1. API |
| * We have to be better in 2018! * New corrective action is in place for all proficiency testing. You will now be required to repeat the sample and perform a blind sample for that test when you miss a result. Depending on the type of error you may also be required to review the SOP or testing instructions in MTS. * If you miss a test in 3 consecutive surveys will have a couching session in Performance Manager. |

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| 1. Rejected Specimens and Critical Calls |
| * Please remember to record ALL rejected specimens on the rejected specimen log! Not the communication log. * When documenting critical calls ensure that you are putting the correct documentation in Sunquest. |

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| 1. Misc…. |
| * Cell phone usage- Please be sure you are only using your cell phones in nontechnical areas (ie: the breakroom!) * Time and attendance- The new time clock is installed and we will be switching over to it shortly. * Schedules- Thank you everyone for helping cover all of the open shifts. We will continue to need help in the near future and it is important that we are all working together and this burden is not falling on one person. |