Transfusion Service Laboratory Staff Meeting Minutes

**Staff Meetings held at 0730 and 1500 on Thursday, January 24, 2013**

**Agenda Items**

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| **Item** | **Discussion** |
| **Welcome** | Brenda Hayden, TSL Manager, welcomed staff. |
| **CPOE Labels** | Nursing policy and procedure does not allow for sample drawing personnel to circle or underline a pre-printed date. They are supposed to hand write the draw date. Our policy has no such limitation. Nursing staff does circle or underline the pre-printed date. We will accept that as the collection date. Do not reject these samples. ***NOTE:*** The nursing policy is being revised to say “The draw date must be ***indicated*** on the sample and the requisition”. This will allow for the circling since that is an indication. BUT the date must not be missing. |
| **Discrepant CPOE orders as compared to Sunquest record** | If attributes ordered (leukoreduction, irradiation, washed) do not match the SQ record, contact the nursing service for clarification. Always honor the attributes no matter the source until the TSL medical director can review. Record conversations and comments on the order. |
| **Issue Process** | In January there were 8 QIMs for the BPR form. Gie and Roxann developed a job aid (which is posted throughout the lab) of the “5 Simple Sign Out Steps”. Prior to issue, the BPR should contain: arrival time stamp, station to send product to, sticker for unit(s) issued, signatures for read-back, and Sunquest issue signature.  Brenda thanked staff for participating in a root cause analysis of the issue process. No changes in policy or process have been implemented at this time. |
| **KRONOS** | Employees were reminded that electronic approval of the pay period is required of all staff. Brenda discussed the weekly report of non-compliance which she will be forwarding to TSL staff. Bottom line: approve your time after you clock out on the last shift for the pay period. Vacation time off can be pre-approved 2 weeks in advance. Those who work every other weekend-Monday, must approve at the end of their last shift of the pay period, which may mean approving on Sunday and again on Monday if they will not work again during that pay period. |
| **Pharmacy Shipments** | The Far West bill has contained some shipments intended for Pharmacy. Do not sign for these shipments on our account. Pharmacy has their own budget. |

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| **cGMP Annual Training** | The fun part of the staff meetings included a presentation by each shift of their cGMP posters. Presentations will be repeated in February. Posters will be placed on the white board in TSL for staff to study prior to completing the Catalyst quiz. Training must be completed by February 15th. See Roxann if you have problems accessing the Catalyst quiz. |
| **Staff Meeting sign-off** | Meeting minutes will be posted to MTS for review and sign off by all TSL staff. This is a new function for MTS and TSL wants to test it out. If successful, all SOP revision sign-offs will be in MTS plus future training modules. |