**Agenda- October 16th, 2014 Staff meeting**

**0700 4WH73, 1430 NJB595**

* What has been happening around the hospital- Nina
* TJC- The Joint Commission is due to visit the hospital, transfusion services may be involved if the inspectors decide to visit the lab
* Pills for the People- statewide medication distribution as part of a biological response, drill involved medication and distribution to staff.
* Shake drill- happened Oct 16th, duck cover and hold. Good time to remember to prepare a disaster kit at your homes.
* Disaster decontamination drill- chemical exposure, involved process of decontamination, checking and transferring patients to the floor
* Finance update- HMC did well the last 2 months due to the trauma season

* AABB inspection –Nov 13th, 14th.The lab continues to prepare for the inspection. We will schedule a room for the summary on the 14th, staff can attend the summation if schedule permits.
* Safety- Beth/Nina
* Ebola Planning–hospital wide drill will be taking place**.** HMC Intranet has more information on the infection control homepage. Staffs that are not comfortable with the additional PPE and handling samples let Beth our safety officer on getting additional training. Reminder- practice PPE all the time when you are in the lab.
* Influenza vaccine – get your flu shot. Employee needs documentation if the vaccine was received at primary care or another job. Any declination to receive the vaccine must also be documented with employee health.
* Projects- Nina/Max
* ED Blood Refrigerator project update- go live date December 2014. Meetings with ED will happen to identify best workflow. O Pos and O neg and universal plasma will be available in ED at all times. TSL will respond when blood is taken from the refrigerator. More to come as other details are being worked on.
* ALNW project update- blood coolers have been validated. Blood will be kept in the coolers at the Boeing airfield for traumas that require Airlift NW response. This allows universal blood products to be available faster. We will rotate units weekly. Project implementation date not available yet.
* Staff expectations-
* QA- Gie /Nina
* Bench and daily QC records- document and each shift checks if the previous shift completed their bench qc
* Wrong unit issued to the floor, read the BPR carefully before sending products.
* Units in quarantine must be resolved and disposed to correct status as soon as possible. There have been occasions where units are missing and they are still in quarantine in SQ
* Expired unit on shelf, check the date on the units carefully before moving them.
* Inventory usage/wastage- September
* RBC-5 (2- OMS30, 2-WPROD, 1-outdated)
* Plasma- 1 (supplier recall)
* Platelets- 4 (outdated)
* Cryo- 3 (WPROD, QAPEXP)
* Competency coordinator- Hieu has volunteered to be the competency coordinator for 2 years. He will maintain the competencies on schedule overall. Staff will be assigned to prepare competencies as needed.
* Halloween –Oct 31st. Dress appropriately and have fun

