**Agenda- February 19, 2015 Staff meeting**

**3WH108 7am, 1430**

**Thank You Everyone**

* **Accountability-**
* Offer assistance to people who are lost or trying to find their way by escorting them to their destination or taking them to someone who can help the.
* Help those in need until their issues are resolved or another co-worker has assumed responsibility.
* Be dependable and timely
* Take personal responsibility for keeping the work environment clean and safe by cleaning up litter and spills, or promptly contacting the appropriate resource.
* Practice consistent hand hygiene to prevent the spread of infection.
* **HR/P modernization project**- Go live Dec 20th, 2015. Visit the website. Still questions out there about hours in a work week: UW staff working Monday through Friday as compared to workers who cover 24/7 hasn’t been finalized. Reminder that there will be 26 checks per year rather than 24 so each check will be a little smaller. There is a calculator on the website to help you.
  + <http://f2.washington.edu/teams/hrp/?utm_source=newsletter2&utm_medium=email&utm_content=sidebarlink&utm_campaign=home_url>
* **Job Postings:** Have/are interviewing for 3 MLS positions. Checking references and making offers now with more news to come.
* **ED Fridge:**

Culture change is being very slow!

Thank you for submitting the QIMs allowing TSL to collect some data on the success of this project to take back to the ED.

Lots of discussion about how we can wean ED off a person/portable response to every trauma and move to using the ED Blood Refrigerator. There have been some success and Nina wants to know about them so we can recognize the individuals! While we work through this slow culture change, be responsive to ED’s needs and continue to provide the high quality of service that is our trademark.

* **LTP:** Bloodworks NW is going back and making major changes to their process. A new go-live data for LTP to be available is not known at this time.
* **Airlift NW-blood cooler project**

TSL will start training in March (after the SQ upgrade) for an April go-live. ALNW isn’t quite ready yet which gives us time to train on the coolers and data loggers.

* **Microwave Thawer-** Lauren has started the validation.
* **SQ Upgrade 7.2-** Go live date is March 1st 2015. SOPs are out. A computer down exercise is out and needs to be completed by 2/27. A separate paper exercise also needs to be completed by 2/27.
* **QA**
  + Several FDA reportable problems with issuing. It is everyone’s responsibility to make sure issuing is completed on the paperwork and in SQ.
  + Figures for our 3 years since TSL opened show improving figures for wastage.
  + QC errors related to bench QC, expired saline and reagents. Lot of them are clerical errors that requires more attention.

**Reminders**

* + HIPAA privacy and confidentiality: make sure you are not violating this policy inside or outside of TSL.
  + KRONOS is improving but there are still problems with time punches. Check your Timecard carefully before approving.