**Agenda- May 21, 2015 Staff meeting**

**3WH108 7am, 1430**

**Thank You Everyone**

* **Be COMMITTED to my colleagues and to UW Medicine**

Respect and acknowledge differing values, opinions and viewpoints.

Recognize and encourage positive behavior.

Address inappropriate behaviors in a confidential and constructive manner.

Promote interdisciplinary and interdepartmental cooperation.

Promote the mission, vision and values of UW Medicine.

Follow all UW Medicine policies and procedure.

* **HR/P modernization project**- Go Live June 16th, 2016. Keep checking the intranet for updates. Workweek and pay dates stay the same.
* **CAP inspection**- open period June-Sept. Erin is preparing the checklist. There are lots of minor revisions to SOPs. Please sign them in MTS as they get posted.
* **Employee Engagement Survey Results-** Everyone should have had opportunities to review the results. This year more staff participated!

Three top scores were

1. Know What's Expected

 2. Mission/Purpose

 3. Materials and Equipment

Lowest -

 1. Recognition

 2. Opinions Count

 3. Team Approach

Next staff meeting we will discuss plan to improve our low scores. In the meantime bring suggestions to Nina.

* **UW TSL-** New leads have been hired. Renee, Ryan, Christine are new to UW. We will be training them at HMC TSL in the coming weeks.
* **Annual Competency Training-** sign on LMS and complete the requirement. New hires should have already completed this as part of new hire orientation.
* **Job Postings-** Dayshift MLS Lead position open andFulltime MLS 1 on evenings and nights. Welcome Joan Reilly (full time evening shift MLS) and Xuan Tran (part time evenings and float).

Roxann last day with us is May 28th.

* **Blood Utilization-** Wastage data RBC -4, Plasma- 1, Cryo-0, Platelets- 1, 2 expired on shelf. April utilization was lower than last April.
* **Project Updates**
* **ED Fridge:** Continue to QIMs. The data has been very helpful. The ED staff are using the ED blood fridge increasingly.
* **LTP:** LTPs are back May 27th. Current inventory of 10 LTPs on shelf. Review SOPs regarding LTP usage.
* **Airlift NW:** 2 weeks of go live, data loggers are tracking temperatures
* **Microwave Thawer-** Positive response so far. Has been used in multiple MTPs. “Left CW error” noted a few times with one of the defrosters.
* **Sterile Docker:** last equipment left for validation, training and SOPs. Hope to get this go live by July/Aug.
* **Data Collection:** Max and Nina will be streamlining the process of data collection. There are some data that is currently being collected and they are additional ones that the department needs to track. Once this is done we will have different shifts help collect data.
* **Safety Update**
* Code Amber Alert- reminder from our Safety Officer Brennan. Please review the response for amber alert.
* Safety Audits- Gie has a prepared a audit plan that will check if the required safety checks and training have been completed. Brennan will be doing the audit. This is part of our CAP readiness.
* Equipment outlets- reminder that the emergency outlets are tested as part of the generator test. The generator test is done on the last Wednesday of the month between 2am-5am. Also the power strips on each bench has a limited amps available. Do not plug too many items in one strip. Any questions please check with a Lead.
* **QA**
* Don’t forget to remove expired units from the shelf and inventory. Same thing with expired crossmatches.
* Increased preanalytic incidences- 11 out of 44 were duplicate draws for April
* Incomplete BPRs are on the rise again- make sure tech ids, unit# and container type are on the BPR