**Morning Meeting Attendees:** Kate, Callie, Geme, Renee, Christy, Blake, Mark, Rachel, Ryan, Eyasu, Jenny, Anel, Roxann

**Afternoon Meeting Attendees**: Carol, Deanne, Christine, Teddy, Peter, Yuga, Kelin

*Minutes submitted by Roxann Gary.*

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| **Agenda Item** | **Discussion** |
| **Vacation and Holiday Schedules** | * Tech asked for holiday schedule for the remainder of the year in order to plan time off.
* Ryan said it is still in discovery.
* Ryan answered a question about holiday staffing. He staffs holidays like a weekend day.
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| **Cell Phones and Internet Use** | Renee reminded staff of last month’s discussion points:* Should be limited to work related communications only
* Are acceptable replacements for phone outages
* Are okay in your pocket but should not be on bench tops
* Headphones must be limited to one ear only

Additions for this meeting:* Investigating Lab Med written policy
* Work on TSL tasks instead. Ask a Lead
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| **Storage Unit Charts** | * Mark asked that you write date/time and tech ID on the new chart when you change it
* Some discrepancies have been found. This information will help to reconcile discrepancies.
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| **SCCA Return Boxes****Delivery of BWNW ‘Special Units’** | * Couriers have been asked to set return boxes from SCCA on the south side of the front counter rather than in front of the empty boxes. This should eliminate boxes getting under the counter where inspection may not occur.
* It is no one’s specific duty to inspect deliveries. If front staff can’t get to it promptly, they should ask for help.
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| **BWNW Standing Orders** | * It is acceptable to cut the standing orders.
* Call by 0800 on week days. Do Not fax changes.
* If they hesitate or say they can’t change it, ask for an explanation. Complete a QI for follow up by Deanne.
* Platelet standing order can also be adjusted if needed.
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| **Couriers** | * Keeping an eye on the inventory allows us to save expensive trips to Renton or Capitol Hill.
* Send the UW courier to BWNW Capitol Hill if possible for send outs and picking up product.
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| **Agenda Item** | **Discussion** |
| **Safety** | * Be diligent about cleaning up blood spills on counters, floors and inside specimen centrifuges.
* MTS sign off for HPI Training, Staff Meeting Minutes, Workplace Safety Manual should be completed ASAP.
* List as of 8/3 @0700 posted on the schedule board.
* Leads have copies and will be helping you get time off the bench.
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| **Waste – Blue Bins** | * The paper waste containers have a 1” opening.
* This makes emptying paper waste difficult.
* Boxes should be moved to the back container as they don’t fit in the gray containers. Examples: glove boxes, tube boxes
* Wadded up paper doesn’t fit either so just leave the paper as flat as possible.
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| **New Positions** | * Interviews continue for MLS2 positions
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| **Staffing BB2** | * No TSL coverage in BB2 0330 to 0700 on weekdays
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