**Morning Meeting Attendees:**

**Afternoon Meeting Attendees**:

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| **Agenda Item** | **Discussion** |
| **Documentation**  | Reagent Exp dates* System Clean = 6 months
* Use saline bottle stickers on the saline cube because the note about 30d after opening is not on the same side as the opening

Communication log – “not a blog”* It is a legal document; do not use it to complain about others. It is strictly for communicating information essential to work
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| **Tango**  | Indeterminate reactions and false negative screens on Tango* The only way to override a weak or indeterminate positive reaction without errors is to re-run it on the tango.
	+ Do NOT run in tube and call it negative
	+ If it is negative in tube panel call it an ABUS which forces an AHG crossmatch
	+ Weak antibodies can still be clinically significant

Dr. Hess has agreed to look into other analyzers* May look into Bio-Rad gel analyzer, gel cards can be used manually

Write a QI and call Bio-Rad if you load up the Tango and the batch fails.* This makes it so Bio-Rad can track the problem.
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| **Leadership updates** | Dr Hamilton Tsang starts in OctoberRyan Lash |
| **Staffing** | Updates* MLS lead on night shift in process of getting posted
* If you know people send them to UWHires

Dress code expectations* Comply with Hospital Dress Code <https://uwmc.uwmedicine.org/sites/PoliciesProcedures/apop/Pages/5-21.aspx>

Schedules |
| **Quality** | Irradiation Events* Product was issued to patient as electronically irradiated but not physically irradiated
* Run irradiation in batches of 6
	+ Concurrent documentation is mandatory
	+ If SOP has limits, follow those limits
* Label check is required EVERY time BCP is used
	+ SQ can’t add label check as a required test to RBC because of the type confirmation test

Overriding QA failures when issuing:* Make sure you are using the correct override
* Read the message and review the history to know you are using the right one
* Deann will review codes in SOP and SQ to address codes that don’t work and most frequently free texted comments
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| **Safety** | MTP kit replacementJenny* PPE use:
	+ Coat and gloves when handling samples and products
	+ Eye protection when exposure is possible (pulling segments is an example)
* Splash zones need to be designated
* No more beverages at the window counter
	+ May look for a professional looking cupboard to put under the counter
 |
| **Training** | cGMP* cGMP training is coming, stay tuned
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| **Department workflow** | New allocation bench phone 206-598-9619Ringing phone can be answered anywhere by pressing 3 until you hear themHandling RBC orders:* It would be helpful to CLTs if the number of units ordered was updated sooner when the testing is incomplete because it looks like no one knows about the order.
	+ Ask MLS to update the number of units ordered when taking the sample back or Tango tech adds it at the beginning (instead of waiting until accepting Tango results)?
* Should RBC orders be added to the pending white board for Tango?

Courier use and requesting* If you need a courier it is our obligation to call the courier
* The ONLY time we do not make the arrangements is when it is coming from Hospital Services in Renton
	+ BWNW-Central and SCCA is our responsibility
		- Do grans still need to come through Central? They aren’t doing anything with it.

Jenny* Survey for rearranging the lab workflow
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| **Sunquest** | IRR attribute missing after BCP (has the E code and product label says Irradiated but SQ is missing the attribute)* Maybe sunquest had an error and wiped it?
* Call Labmed IT, write a QI
* If it is an emergency, add the IRR attribute in Blood Product Entry – Modify Unit
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| **Testing** | BWNW consultation requests* Fill out Consultation Request form when sending samples to IRL for testing
	+ This gives them more information that can be helpful
* Send enough sample for testing to be completed
* Send out if testing is not done here or we can’t ID
	+ Put order in the folder and put on communication log in patient issues section
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