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| HMC Transfusion Service Staff Meeting 9/21/17 |
| http://www.komencolorado.org/kdwp/wp-content/uploads/2014/10/Thank-You.jpg | *Patients are First* Pillar Goals* *Focus on Serving the Patient/Family*
* *Provide the Highest Quality of Care*
* *Become the Employer of Choice*
* *Practice Fiscal Responsibility*

Service Culture Guidelines* *Respect privacy and confidentiality*
* *Communicate effectively*
* *Conduct myself professionally*
* *Be accountable*
* *Be committed to my colleagues and to the UW Medicine Health System*
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| Service Culture Guideline | Commitment to colleagues and UW system * Mission statement
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| Hospital Update | * Budget – HMC July numbers were at a loss. 1st month of fiscal year 2018.
* Workday- Performance evaluations start Oct 1st  to Jan 31st ,2018. All staff will have a self-evaluation to complete and request peer evaluations.
* Joint Commission Inspection Window- at HMC inspecting 9/19-9/22. They did a tracer on blood product from floor to TSL and Geneva did a good job explaining the process to them. They also reviewed our utilization, Transfusion Practice Committee minutes and transfusion reaction data. HMC overall did well on the inspection.
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| Lab Update  |  * SQ 8.1 upgrade- go live will be Jan 28th, 2018. SQ database freeze will be in October. Te’ and Erin are working on SQ 8.1 project and will be needed on the project most days. Emergency release functionality, visual inspection in BPE are some of the changes that will occur.
* Alpine to Exchange-O365 conversion. UW IT has started transitioning all staff from alpine to exchange by the use of office 365. For lab medicine staff this conversion will happen this fall. Some of you have O365 that Maushika helped set up with the sharepoint project that she has been working on. The new email system will make communication from different devices and scheduling meetings much easier. Please see a Lead or Nina if you have any questions on this.
* Bio-Rad Infinity update- no new updates from Biorad. Unbuffered saline has been ordered to use on the Infinity.
* Staffing –80% MLS 1 FTE for nights has been posted, TSO open position- candidates being interviewed-4 candidates so far. Hopefully we have a TSO by the end of the year.
* ALNW Credo Coolers-new locations. Yakima has 2 coolers for both their aircrafts. September has been a better month with no broken coolers. ALNW was very appreciative of all the work we do to provide blood on the aircraft. They have seen increased patient volumes and cases where patient would not have survived if blood was not available. Good work everyone for making this a success for UW system.
* Portable refrigerator evaluation- we have a Roemer refrigerator in for demo. Everyone will get an opportunity to see and use it. Refrigeration currently has the unit for inspection.
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| QA/Blood Utilization | * Aug utilization data, CT ratio 1.1
* RBC - 6 wasted (oms30, credo),
* PLTs- 6 outdated
* Plasma- 10 wasted (oms30, credo, Plasma exchange)
* Cryo- 1 wasted
* Floors requesting more than one unit should get a blood refrigerator. If 2 units sent then follow up with floor/OR to see if transfusion has been started within 15minutes of issue. We have wasted blood products that come back too late and were not transfused.
* Usage of O neg RBCs has been high due to ALNW coolers. Will monitor and adjust par levels as needed. Don’t order more than what the par level is. See a Lead with any questions.
* ALNW- 27 patients- 57 blood products. Busiest month so far. September numbers should be lower with change in weather coming.
* Trauma Responses-99
* QA update- will be reviewed next month. Another WBIT incident from 7EH in August.
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| Staff Round Table | * Vacation/time off requests – Submit Requests Oct 1st -15th for vacations Dec 2017-May 2018. Requests should include your normal days off. Holiday assignments will also be handed out during that period. Nina will sign off on all by October 30th. Question regarding scheduling came up…these are posted 2-4weeks in advance giving you notice on what your schedule will be. If you have a particular time period that you would like to be off and the schedule is not posted, submit a request so that Nina is aware and will let you know if it can be accommodated. See Nina with any questions on this.
* Request to put vacation requests on a big calendar?- If someone wants to volunteer and keep the calendar updated, they can go ahead and do it…we already have a binder in the back that has all approved and denied requests.
* Kronos- all requests in kronos should have appropriate time to use indicated. If you have 4 hours of holiday and 4 hours of vacation to use for 1 day, submit two requests for the different paid time being used. Do not lump in one request and adding a note…once the timekeepers accept the request, it will update with whatever hours of vac, hol or comp you have asked for. Personal holiday hours must be used by the end of year. See Nina/Erin/Gie with any questions on this.
* Attendance- as we head into the fall/winter weather, chances of people getting sick increase. Be proactive on keeping yourself healthy. See Nina if you have any issues that may require FMLA/FCA to be completed.
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