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| HMC Transfusion Service Staff Meeting 12/21/17 |
| 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 | * Badge buddies/eye level ID placement

See HMC intranet for details. Staff need to wear their badge at the collar which will be visible to staff and visitors. No badge by the waist or on long lanyards. Key roles in the organization will also have additional tag indicating their primary role such as RN, MD etc.  |
| Hospital Update | * Budget/SEIC administrator new Sommer Kleweno Walley. On the intranet. She replaces Becky Pierce. Transfusion service reports to her on operational needs and funding.
* Workday- Performance evaluations ongoing. Nina will be meeting with staff for their yearly evaluations. This will be done electronically so no paper to sign. Be ready to come and in discuss your goals for 2018.

 * Workday/Kronos timecards- new process in place the last few months. See the exception schedule posted in the lab. Due to restrictions in cutoff dates for Kronos, staff really need to be proactive about filling their green slips when exceptions occur.

Example- Kronos need reporting for Dec 1-15th to be completed by noon on the 15th. If missed then you may not get accurate hours paid or deducted. See Erin/Nina/Gie with any questions.  |
| Lab Update  |  * Lab coats- Cintas, sizes have been submitted. New coats will start sometime in January. Your individual names will not be on the coat. Remember your sizes when the new coats arrive. Details to follow in January.
* SQ 8.1 upgrade- delayed go live. New go live is 4/22/18. Te’ and Erin are still performing pre freeze testing. Freeze date is Jan 22nd/29th.
* ORCA IT project- 6 month project initiated by ORCA to clean up orders in ORCA related to blood product ordering. Now that UWMC and HMC are independent of Bloodworks, any old orders will be removed and streamlined across UW. This will allow orders to eventually interface. Both labs and SCCA have communicated their concerns with the current ordering process to the IT group which will work on redesign and clean up.
* Alpine to Exchange-O365 conversion- Jan 2018. Coming up soon, follow directions provided by Nina Freeman from lab medicine. Most users should have no problems. Outlook users may need to make sure folders are named appropriately.
* Staffing –Bemnet Haile 11/27/17. TSO- Melora Riveira 12/4/17. Both are training in the lab. Please introduce and identify your role if you have not had an opportunity to do so.
* ALNW Credo Coolers- Juneau go live waiting. ALNW has ordered a refrigerator for the base. This may happen in the next couple weeks.
* Portable refrigerator evaluation –validation in process. Demo model should be ready for patient use sometime next week. Do not leave demo model on patient floor, can be used for trauma once Nina gives the go ahead.
* MLS students are here – good feedback from 1st two students. Continue the good work everyone does to give the students a wonderful experience. We want to be the best.
* Competencies- new platform 2018 Maushika/Marilyn. Once we are on the new email system, Maushika and Marilyn will roll out competencies using a new system which looks great so far…more to come.
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| QA/Blood Utilization | * Nov utilization data, CT ratio 1.2
* RBC - 4 wasted (oms30), 1 outdate
* PLTs- 1 wasted
* Plasma- 5 outdated (O plasma)
* Cryo- 0
* ALNW- patients, 16 blood products
* Trauma Responses- 67
* QA update- Gie. See binder. BPI is still an issue. Short date platelets, call UWMC BB when we have short dates to see if they can use any. We have wasted 11 so far in December
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| Staff Round Table | Winter Auction Basket- $180Happy Birthday Te’ and Leona and Xuan!!!Your best 2017 moment /accomplishment at work?Many proud moments from learning to be positive to SBB to master’s graduate to ALNW go live. Good work everyone.  |