

February 7, 2018 Staff Meeting

Morning Meeting Attendees: Jenny, Lanaya, Deanne, Christy, Anel, Geme, Steven, Tessa, Roxi, Ben, Christine, Dr. Pagano, Dr. Tsang

Afternoon Meeting Attendees:

Agenda Item	Discussion
Staffing	<p>Clocking in or out early and late must be approved in advance Open positions: MLS Lead Serology MLS supervisor (Eve/Night) MLS 1 day shift – filled Ben Rindner MLS 1 evening shift – offer made MLS 1 night shift – reference checks pending MLS 1night shift – posting pending</p> <ul style="list-style-type: none"> • Filled dayshift MLS positions <ul style="list-style-type: none"> ○ Ben moving to days, after his spot is filled ○ Teddy is on days in 2 more weeks going to full days • Interviewing for evening offer is out, Geme’s friend. • MLS applying for night shift- offer might go out. • Renee’s position lead serologist- the idea is to have someone with the experience to guide us in this field. • Monica: hang in there this is a high priority issue- we do have positions open and we want to fill those positions so everyone has opportunities to grow. Priority staffing, procedures, SCCA, expectations. FEEL FREE TO TALK TO ME • Jenny- priority is staffing and other procedures before filling serology position. WANT TO SURVIVE WORK • Roxi- stress from not having procedures plus not enough staffing, or process failures, or we submit ideas and we don’t know where they go- no feedback. • Deanne- need to be in on time <ul style="list-style-type: none"> ○ If you are coming in late let us know so we can make the needed accommodations ○ Staff needs to arrive when they signed up to be here not 2 hours later • Get approval to stay in late
Quality	<p>Changing expiration dates on reagents when opening:</p> <ul style="list-style-type: none"> • use one line through the original expiration date, but don’t obliterate • document new expiration date • document open date and initial <p>RBC units missing segments – look in the blood box to determine if they have fallen off.</p> <ul style="list-style-type: none"> • make sure the segments aren’t missing when brought

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	<p>into inventory. If you can confirm that the segments match the unit you can reattach</p> <ul style="list-style-type: none"> ○ There is an identification number unique to each bag printed at intervals on the segment tubing. Use this to match segments to the bag they came from
Safety	<p>Irradiation attribute review</p> <ul style="list-style-type: none"> ● SCCA wants us to honor all flags regardless of a doctor saying not needed (or the patient is a HSCT donor) <ul style="list-style-type: none"> ○ Hoping to reduce the SCCA flag needed to actual people at risk or HVGD this summer ● Irradiation procedure needed <p>Face shields/lab coats/gloves</p>
Training	<p>Additional training always available upon request</p> <ul style="list-style-type: none"> ● Not comfortable doing a part of your job – feel free to request more training <p>HLA matched product requests</p> <ul style="list-style-type: none"> ● Do not send RN or DR to BWNW <ul style="list-style-type: none"> ○ Contact our MD or Deanne
Department workflow	<p>Allocation desk changes</p> <ul style="list-style-type: none"> ● Changing the front desk again <ul style="list-style-type: none"> ○ Have to tell people what you are doing and where things are at ● What did we tell chief of surgery about covering BB2? We are struggling to fill right now? <ul style="list-style-type: none"> ○ they know we won't be open unless needed down there ● Unreasonable expectations from SCC samples with orders put in with less than an hour turn around. All the unnecessary calls and the micromanaging. <ul style="list-style-type: none"> ○ We need to have the data to show it – write down anything to show the issues. ○ WASTING TIME with the holds. ● Move the students to the back of the lab at shift change to allow evening shift employees to have the benches near the front of the lab.
Sunquest	<p>Upgrade to 8.1</p> <ul style="list-style-type: none"> ● April 21-22 <ul style="list-style-type: none"> ○ Visual inspections reported in blood product entry ○ Outdates better in BCP <ul style="list-style-type: none"> ▪ Still some manual fixing but it will warn you ○ NTD POS/ NEG

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	<p>ORCA Orders rebuild</p> <ul style="list-style-type: none">• Did not interface but now they will.• Build in appropriate ordering of products according to lab values• Electronic Requests instead of blood product release form being tubed to us
Testing	<p>Send out testing/requisitions</p> <ul style="list-style-type: none">• Maintain Requisition with the testing forms• OK to ask for additional sample if patient is a bleeder and has antibodies
Component Processing	<p>Zika labels</p>
MISC	<ul style="list-style-type: none">• In 30 DAYS will get updated SOPs for Antibody Identification, HLA, Antigen Typing, Reagent Ordering, IRR, ORCA 2018• Additional priority SOPs – IUT/Neonatal/WB exchange TX