

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- attendance issues <ul style="list-style-type: none"> ○ Arrive when scheduled ○ Notify lab if you will be late so we arrange coverage • Get approval prior to staying late and document on Kronos log • If you sign up for overtime you need to work that shift.
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

February 7, 2018 Staff Meeting

	<p>into inventory. If you can confirm that the segments match the unit you can reattach the segments</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 SCCA flags regardless of a doctor saying not needed (or the patient is a HSCT donor) <ul style="list-style-type: none"> ○ Hoping to discontinue use of the SCCA flag as indication for irradiation. ○ Want to switch to identifying people at risk for GVHD in the ordering process 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 for assistance until SOP approved
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"> ○ TSL will cover as needed during cases requiring product support ● Unreasonable expectations from SCCA on 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. ○ Working with SCCA quality to make improvements ● 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.

February 7, 2018 Staff Meeting

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 calculations improved in BCP <ul style="list-style-type: none"> ▪ Still some manual fixing but it will QA warn and block inappropriate extensions ○ NTD POS/ NEG <p>ORCA Orders rebuild</p> <ul style="list-style-type: none"> • Did not interface products at go-live, but part of current cleanup for late summer go-live. • Building in prescreening for appropriate ordering of products according to lab values • Electronic Requests for blood delivery instead of blood product release form being tubed to us
Testing	<p>Send out testing/requisitions</p> <ul style="list-style-type: none"> • Maintain BWNW Requisition with the testing documents for billing • OK to ask for additional sample if patient is a bleeder and has antibodies
Component Processing	<p>Zika labels – ARC still testing for ZIKA under IND, so continue to use the IND labels for BCP if the original product had a ZIKA IND label</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 orders upgrade late summer/early fall 2018 • Additional priority SOPs – IUT/Neonatal/WB exchange TX