

Friday April 27th, 2018 Staff Meeting

Morning Meeting Attendees: Nina, Ben, Seleshi. Geme, Anel, Teddy, Jenny, Christy, Crystal, Anne, Steven, Roxann

Afternoon Meeting Attendees:

Agenda Item	Discussion
Staffing	<p>Open Positions:</p> <p>MLS Lead Serology – posted</p> <ul style="list-style-type: none"> • May change what they are doing <p>MLS Supervisor (Eve/Night) – Pending approval</p> <p>CLT2 – Eve posted</p> <p>MLS1 night shift – hired, start date 6/4/18</p> <ul style="list-style-type: none"> • Jane from Canada, BB in level 1 hospital <p>MLS1 night shift – posted, interviewing</p> <ul style="list-style-type: none"> • Two this week. Applicants so far are new graduates <p>Nina – committed for 6 months.</p> <ul style="list-style-type: none"> • She has been a tech, lead, manager, and is a SBB • Happy to help people move up within their career (BB -> MLS -> SBB) • We can go to HMC if we want to see how they do things • She is a strong believer in all staff participating in projects base on their strengths and interests
Quality	<p>There are some QIs that need PSN filing</p> <ul style="list-style-type: none"> • Try to work on these but only selected staff know how
Safety	<p>We have to return the trial splash screens. We will order some for our lab.</p> <p>Ordering more goggles that fit over glasses</p>
Training	<p>LMS compliance due 5/1/18</p> <p>Sunquest 8.1 training in MTS ASAP</p> <p>Deanne is working through the last of the SOP reviews</p>
Department workflow	<p>Automation update – project is still moving</p> <ul style="list-style-type: none"> • We’ve seen different platforms. We like Grifols Erytra and Ortho Vision • We would bring in 2 analyzers at the same time • Negotiations are ongoing <p>OR Process Improvement (Jenny, Alyssa, and Chen) –</p> <ul style="list-style-type: none"> • Had two meetings • Currently, talking about their workflow and our workflow. Then will address problems. • Their #1 complaint is can’t get what they want when they want it

Friday April 27th, 2018 Staff Meeting

	<ul style="list-style-type: none"> • We are working on the overall process not little things • There is a LOT of education going on <p>Portable refrigerator</p> <ul style="list-style-type: none"> • Nina ordered 1 • Can we do something about how loud it is? <p>Training and Students and workflow</p> <ul style="list-style-type: none"> • Training makes a task take longer to perform so the work load is uneven. The tech that is not training has to do more work to stay on top the orders and testing. • No clear study plan for students
Sunquest	<p>8.1 live – SCCA flag in laboratory inquiry – SBAR</p> <ul style="list-style-type: none"> • There has been a lot of back and forth. There is no good solution at this time • More communication to follow <p>ORCA orders rebuild – Aug 2018 implementation. Electronic Blood Product Release</p> <ul style="list-style-type: none"> • TRRX will be ordered electronically • Orders clean up • Attribute and Product orders will interface. Dr orders IRR in ORCA then BAD file will up update • Will get us education on what is happening on the floor
SOP updates	<p>MTS signoffs</p> <p>Staff would like SOPs to be validated prior to training and go-live</p>
Other	<p>Transition Plan</p> <ul style="list-style-type: none"> • KRONOS and exception logs <ul style="list-style-type: none"> ○ Exception log – if you stay late to cover, you need to document. ○ Legally KRONOS cannot be changed without documentation from you authorizing it (entry on log) <ul style="list-style-type: none"> ▪ You MUST document it on the log. If you wanted accrued but it got paid it is because it was documented after the deadline and it is too late to fix. ○ We have a challenge: accurate time cards in KRONOS <ul style="list-style-type: none"> ▪ They are a mess and this is a compliance issue <p>Deanne has 1 week left</p> <p>Moving forward, staff meetings will be held on the last Wednesday of the month</p>