

10/30/19 Staff Meeting

Morning Meeting Attendees:

Afternoon Meeting Attendees:

Agenda Item	Discussion
Staffing	<p>Open positions: CLT2-50% eve, 60% eve MLS 2-100% nights</p> <p>Approved for three FTE for taking on NW hospital, one for each shift</p>
Quality	<ul style="list-style-type: none"> • Expiring pooled platelets - type O <ul style="list-style-type: none"> ○ There is a national shortage, don't waste platelets ○ If platelet doesn't pass visual inspection have Christine or Nina check before returning to blood center <ul style="list-style-type: none"> ▪ PAS have more aggregates than apheresis platelets in plasma. These will get caught in filter ○ One of the O platelets was not allocated to anyone in the three days it was here. <ul style="list-style-type: none"> ▪ Volume reduce it, don't waste. ○ FDA guidance on platelet testing, either Verax or culture. May start seeing day 6 or 7 platelets; need to work with IT on how to handle in SQ • Broken platelet on shelf <ul style="list-style-type: none"> ○ It got caught in the tray track and was ripped open. Be careful with getting the units too close to the sides • QC documentation <ul style="list-style-type: none"> ○ Vision log: the box in the lower right corner must be completed either checkmarks or N/A. Don't leave it blank ○ Keep documents clean, no extra checkmarks, no highlighting, no pencils, or gel pens • Emergency Release – NICU infants <ul style="list-style-type: none"> ○ Baby came through ED and had no MRN in SQ, blood was delayed. Use the Mother's MRN in cases where there is no MRN on the baby. This is also in the SOP

10/30/19 Staff Meeting

	<ul style="list-style-type: none"> • Missed issue in QC – three in the last week or so, all FDA reportable • Units return – cryo <ul style="list-style-type: none"> ○ 4 or 5 wasted in the last week. ○ Be sure to return or quarantine in SQ the units that are issued and returned
Safety	<ul style="list-style-type: none"> • Watch heads on TV, may have to move or get smaller screen
Training	<ul style="list-style-type: none"> • Manual Gel <ul style="list-style-type: none"> ○ Training plan being developed ○ Will have to take temperatures and record centrifuge speed for workstations <ul style="list-style-type: none"> ▪ Have to do a “soft validation” of the fluke thermometer every time you unplug the probe. Per Peter, it isn’t tedious or hard ○ QC ○ ETA – hopefully in the next couple of weeks
Department Projects	<p>SCCA UWMC TAT Pilot Study 10/1/19 – 11/30/19</p> <ul style="list-style-type: none"> • No delays last week • Track weekends and holidays too • Use delivery express to get special processing units over if courier is not here • Try to keep PAS platelets at SCCA for same day orders • Extra testing (TSCR when there is already a current TSCR) are not our problem; honor the order. Not being tracked in the study
Sunquest/EPIC	<ul style="list-style-type: none"> • EPIC update – Go live 10/2020 <ul style="list-style-type: none"> ○ Moving along ○ Finding a lot things ○ MTP will be done entirely on paper for the nursing staff ○ Will be a major change for everyone. Everything is changing • NWH TSL integration- tentative 06/2020 <ul style="list-style-type: none"> ○ Working group meeting ○ Will need to work on BloodTrack Manager and SQ communication
SOP Updates	<ul style="list-style-type: none"> • Critical Materials SOP and forms <ul style="list-style-type: none"> ○ Anything with a lot number ○ Target go live 11-1 or 11-4 ○ Peter will do one on one training with everyone

10/30/19 Staff Meeting

Other	<ul style="list-style-type: none">• Staffing coverage – call outs• Flu Vaccination – emails went out to people remaining• Vacation – get your requests in. If schedule is close to posting, then hold off until schedule is out• Annual Training – LMS compliance<ul style="list-style-type: none">○ Complete these• Evaluations-peer and self<ul style="list-style-type: none">○ Complete these○ Pick 2-3 people for your peer review. You can leave it blank and Nina will pick for your○ For peer evaluations give non-offensive, constructive criticism, praise feedback• Harborview is using whole blood for trauma and on ambulances<ul style="list-style-type: none">○ Can see in SQ what was given• Using comp. time for a part of a vacation: select Vacation in Kronos for the entire vacation and when the time approaches, put it in the exception log that you want to use comp/holiday/etc time• Missed punches – Nina cannot put in time card with missed punches, you will not get paid. Put it in the exception log.• Orderable forms (i.e. Tranfusion Records, Requests for Testing and Blood Products) are being limited in preparation for addition of NW Hospital.<ul style="list-style-type: none">○ Emergency release forms may convert to a form we order instead of print
--------------	--