

07/22/2021 Staff Meeting

Morning Meeting Attendees: Christy, Geme, Nina, Ella, Kaitlin

Afternoon Meeting Attendees:

| Agenda Item | Discussion |
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| Staffing | <p>Open positions:</p> <p>Night shift – 1.0 MLS</p> <ul style="list-style-type: none"> • Welcome Ella! <p>Eve shift – 1.0 MLS, 0.6 CLT2</p> <ul style="list-style-type: none"> • Roya hired • Robin’s position is the 0.6 CLT <p>Day shift – 1 fixed duration, still not getting many applicants</p> <p>➤ When requesting PTO, ask for the whole amount of time off, not just M-F (or the days you would work)</p> |
| Quality | <ul style="list-style-type: none"> • BPDRs <ul style="list-style-type: none"> ○ units not issued in SQ ○ heat block not turned on after maintenance – must power on AND press START • Centrifuge calibration expired – verify equipment is within calibration date prior to use • Cancelled and credit – Toss the sample if it is not needed • Duplicate Testing – watch for this, it is illegal and we cannot bill the patient • NW – Audit trail of components issue and return, emergency issues and return (downtime issue logs), documentation filing, incomplete. Release of components in Sunquest and BloodTrack Manager • MTP and Emergency Issue of components, SQ audit trail • TRRX – documents, copies of vision testing not needed • Will send 1 fresh, HbS neg, Irradiated ONeg unit to NW. It will be in their back-up fridge • Emergency RBCs at NW flow: <ul style="list-style-type: none"> ○ BloodTrack Manager will alert when they take out an emergency unit ○ Haemobank will always quarantine if returned because the unit is partially labeled. It has a MRN but no name and says emergency uncrossmatched <ul style="list-style-type: none"> ▪ The unit may be perfectly acceptable but Haemobank will quarantine for this reason ○ NW will send QI ○ Make sure there is a QI before putting unit in inventory if the acceptability criteria are met. • Make sure and document issue and return and document |

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| | <p>visual inspection</p> <ul style="list-style-type: none"> • Don't issue platelets to a refrigerator location in Sunquest. • Fix unit audit trail BEFORE discarding the units • MTP for Neonates <ul style="list-style-type: none"> ○ No Aliquots for NW • Northwest orders – Allocate the units when order is received or testing is complete do NOT delay. We are missing NW RBC orders |
| Safety | |
| Training | <ul style="list-style-type: none"> • New SOP's to sign coming soon <ul style="list-style-type: none"> ○ One of the SOP revisions coming is that moving forward all positive antibody screens will need to have at least a selected cell panel |
| Department Projects | <ul style="list-style-type: none"> • CAP inspection summer June-Sept period (hybrid) – delay to fall • NW lab new freezer – is up and running • MTP coolers, hemotemp validation – hopefully by the end of the summer • Downtime paper work filing • New- eQMS (electronic Quality Management System) |
| Sunquest/EPIC | <ul style="list-style-type: none"> • D1 EPIC post go live – EPIC BPAM errors – have RN use Downtime, do NOT ask for unit back if it is the right unit for the right patient • Platelet codes changes post go live – if need to process label in downtime <ul style="list-style-type: none"> ○ Copy label first ○ Process ○ Copy label again |
| SOP Updates | <p>Multiple SOP changes MTS to review and signoff</p> <ul style="list-style-type: none"> • Diamond Blackfan anemia – Rh/K matched, HnS negative <ul style="list-style-type: none"> ○ If not genotyped or phenotyped then call MD • Antibody Identification work ups |
| Other | <ul style="list-style-type: none"> • Performance evaluations due 7/10/21 for self eval, peer eval. • Kronos – comp time and holiday payout 6/30/21 <ul style="list-style-type: none"> ○ Holidays accrue unless state ○ If late, can't leave late to make it 8hrs ○ If want to use Holiday, Comp Time, Personal Holiday, let timekeepers know closer to the planned vacation date |

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| | <ul style="list-style-type: none">▪ Enter request in Kronos as PTO, timekeepers will update it based on your communication• Cell phones and social media use in lab, limited cell phone for emergency calls – should not be for routine use while working in lab• Attendance is part of evaluation, if have lots of unscheduled absences take not• PRINT the advanced prep report every shift• Error rate is high. Suspect people are not concentrating on the task they are performing.• If issue units uncrossmatched and the screen is negative, DO NOT EXCHANGE THEM. If the provider pushes back, call the on-call MD. |
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