

# Lead Meeting 09/22/21

Attendees: Nina, Christy, Crystal, Bing, G.R. (on zoom)

## 1. Performance Evaluation Follow-up

- CLTs:
  - Will be trained to do PSN for rejected samples in real time
    - Jess will train them
  - Blood Inventory management
    - Crystal write sign off material, Geme can train
    - Shift hand off for CLTs
    - Irradiate components especially moving into evening
    - Every shift should be checking inventory, it is not just on day shift to make sure there are enough platelets
- Keep work areas clean
- Techs leaving at 1500: hand off to someone on dayshift so that evening shift can be told
- Be on time to bench for hand off
  - Encourage hand off. Some people are upset that no one is taking over for them. Some people are upset that when they are coming on there is no place to work
  - If you are not relieved, find who is taking over, get Lead if necessary
- Bench Assignments and work
  - Teddy will start compiling turn around time data
    - How much work is one person doing?
      - Are Qis because that person is multitasking and doing too much
    - Shift to shift as well as individual data

## 2. Annual Competencies

- Leads and MLS2 continue to do the Direct Observations (no one else at this time)
- Weekly update of who needs what will be sent to Nina and Leads
- Suggestion – a checklist like what we did for the Vision training and semi annual competency assessment
- Get these done so we can have a nice December
- Prize for the first person done?
  - Ways to motivate people to do them?

## 3. New Hire Competencies

- Crystal focus on new hire training and competency
- New techs can't train new hires
  - Ynah and Alyssa are approved to train

## 4. Shift Hand Off

## 5. Staffing

- Pa left, G.R. taking over roles
- Overnight Lead Position is posted as internal position, G.R. is strong candidate. HR is moving slow
- Overnights MLS1 (Jess' position): Nina is waiting for offer, have a strong candidate

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- Start mid or late October depending on the timing of the offer
- Evening shift coverage
  - Jane and Kaitlin will come in early
  - Is anyone on dayshift interested in coming in late and staying late (swing shift)
  - Kevin is leaving, Roya starting the week after
  - Hy wants to take the 60% CLT position, plan to switch in December, his position will open
  - Not many candidates applying
  - Dayshift try to do more tasks to help evening shift
    - Irradiate more, unit confirmation testing, etc
- 6. Christine last day – changes to work flow
  - G.R. taking over data compilation and management for Quality Meetings
    - Michelle is also interesting in data
    - Report is pulled the second week of the month
    - Everything will be saved in the Leads folder
    - Crystal – send G.R. proficiency and training spreadsheets
  - Christine's last day is Oct. 8
    - Asking for 2 FTE
      - QI & data analyst type position; it is a professional staff position
      - QA manager position; it is a professional staff position
    - 3 campuses results in more work than one person can do
    - QA manager will implement the new Quality Management System (QMS)
      - Will report to MD
      - Analyst will report to manager
  - Work transition
    - 9am hospital huddle
      - M T W leads will cover starting the first week of October
      - Th F Nina will cover due to staffing being tight those days
    - 9:30am SCCA huddle
      - Bing and Nina will cover
      - This is with TSS and TSO
        - Granulocyte and HLA patients discussed
          - Who needs to be ordered from ARC (if needed) because BWNW can't collect. Read this back to them
        - TSS reports PLT orders (don't read this back)
          - Which volume reductions are confirmed/not confirmed
          - HLA has orders but no products
      - Develop a log for standardizing the information from this meeting that is easier to hand off?
  - More coming but that is all for now

Cooler and HemoTemp:

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- Start training by November
- Bing will be primary trainer. Train Crystal and then Crystal will write the training materials
- Yug can be a point person for packing the coolers
- 2 new SOPs, MTP SOP update, update hospital training
- We have to get the coolers back, they aren't validated for indefinite transportation and storage time
  - Once MTP on the floor is done, the floor MUST return the cooler
  - Look into finding that old school timer with pins that runs all the time
- Kaitlin can also help train on overnights
- HemoTemp will be the most challenging part
  - Can't pack freshly thawed plasma with cold plasma

### Ortho Vision upgrade:

- Late October, validation needed post upgrade
- Upgrade one, perform validation. Update the second machine the following week

### MLS Students:

- Eight total students across five sessions
- Crystal will be taking a step back from students to focus on MLS staff training and competency
  - Teddy will be primary persons for MLS
  - Crystal – give student rotation materials to Teddy

October Nina will provide individually packaged food for everyone

### Verax

- Only one product eligible for extension but we didn't validate the E codes
  - No 3<sup>rd</sup> containers these days because of the large volume removed for large sample, delayed release
- Go ahead and order the reagents for CAP survey

### Sterile Welder

- Need to validate the new one

SOP revisions – will do separate meeting for how this will be done moving forward

- Nina will put SOP in lead folder for review
- Validate by staff
- Needs to be an efficient process