

## 12/29/2021 Staff Meeting

**Morning Meeting Attendees:** Nina, Anel, Geme, Kiu Teddy, Pete, Bing, Jenny, and Crystal

**Afternoon Meeting Attendees:**

Agenda Item	Discussion
<b>Staffing</b>	<ul style="list-style-type: none"> <li>• Thank you for staying through this year</li> <li>• Open positions:               <ul style="list-style-type: none"> <li>○ Night Shift – 2 MLS1 open</li> <li>○ Eve shift                   <ul style="list-style-type: none"> <li>▪ 1 MLS</li> <li>▪ 1 CLT – working on hiring, all internal candidates from main lab</li> </ul> </li> <li>○ Dayshift – 1 MLS</li> <li>○ Quality positions – QA manager – 3 possible candidates. Interviews pending</li> </ul> </li> <li>• Staff changes               <ul style="list-style-type: none"> <li>○ Alyssa taking on role as QA Analyst</li> <li>○ Courtney on Leave of Absence, can't post her position, believe she will return in March. Will need re-training</li> <li>○ Amy on Leave of Absence, can't post her position</li> <li>○ Ish left</li> <li>○ Kaitlin leaving in a few weeks</li> <li>○ Ynah leaving 12/31/21, Michelle moving to day shift</li> <li>○ SCCA – Medical Director – Dr. Sandhya Panch. Dr. Gernsheimer will be gone 1/1/22 (sabbatical/retirement)                   <ul style="list-style-type: none"> <li>▪ Dr. Panch is from the NIH, will start taking call at the end of January. She can't answer questions about testing so continue to contact Nina for direction when uncertain.</li> </ul> </li> <li>○ Welcome Pete and Lizzie to 2<sup>nd</sup> shift</li> </ul> </li> </ul>
<b>Quality</b>	<ul style="list-style-type: none"> <li>• BPDRs               <ul style="list-style-type: none"> <li>○ Missed issue in SQ – A LOT of these                   <ul style="list-style-type: none"> <li>▪ Do NOT do 2 things, don't answer the phone. Stay focused on task until it is done.</li> </ul> </li> <li>○ NTD Pos/Neg ABO/Rh interpretation</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>▪ We result ABO/Rh as NTD. The Pos/Neg is in the bad file to ensure the right Rh products are issued.</li><li>• NW – Watch out for STAT samples for testing, orders missed leading to delay, MTP response<ul style="list-style-type: none"><li>○ Be vigilant for NW orders, set them up immediately</li><li>○ We are working on a printer solution to this problem</li><li>○ Call NW with fridge alerts, even if they get mad</li><li>○ MTP – They will take the first 2 uncrossmatched even if there is a valid TSCR<ul style="list-style-type: none"><li>▪ We need to call the MD on call, the NW doesn't call.</li></ul></li><li>○ Remind them to send downtime forms</li></ul></li><li>• Sickledex QC left out – it looks like it was left out after the review by second tech. Make sure to put away</li><li>• Pending log, tests on monitor overdue for resolution, PREN test not done<ul style="list-style-type: none"><li>○ Pay attention to pending monitor and logs. Testing missed</li><li>○ Need to do pending log review every shift and investigate any outstanding samples</li></ul></li><li>• Logs – Irradiator downtime vs. Tablet downtime<ul style="list-style-type: none"><li>○ <i>Irradiator Downtime</i> is for when the <b>irradiator</b> is down and units are being irradiated in Radiation Oncology</li><li>○ <i>Irradiator Tablet Downtime log</i> is for when the Irradiator is <b>working</b> but the indicator lot/exp, indicator check <b>cannot be recorded in the tablet.</b></li></ul></li><li>• NW courier: too many phone numbers, may make a dedicated number to call for pick-up<ul style="list-style-type: none"><li>○ We are having trouble with big gaps between sample receipt and arrival at ML campus</li><li>○ Are we having issues getting pickups?</li><li>○ Please let Nina and Alyssa know about issues at/with NW so we can give feedback as close to real time as possible.</li></ul></li></ul>
<b>Safety</b>	<ul style="list-style-type: none"><li>• COVID update with masks N95 availability<ul style="list-style-type: none"><li>○ N95 for areas with patient exposure and close/dense spaces</li><li>○ Welcome to double mask, especially during training since have to be close</li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Reach out to Employee health if exposed or test positive, they will direct you for duration of quarantine and testing.</li> <li>○ Breaks:             <ul style="list-style-type: none"> <li>▪ Our break area: Two are allowed, one would be better. Be at farthest ends of the table and don't chat with masks off. Keep mask on if not eating/drinking.</li> <li>▪ The resident/fellow area is an option if not occupied</li> <li>▪ The area by L&amp;D is an option, cafeteria is another</li> </ul> </li> <li>● Stay safe, be careful with snow and ice</li> <li>● More snow expected tonight</li> <li>● Free coffee and tea in the cafeteria</li> <li>● Nina lives in Lynnwood, can pick people up, also has rooms</li> </ul>
<b>Training</b>	
<b>Department Projects</b>	<ul style="list-style-type: none"> <li>● MTP coolers go live Jan 27<sup>th</sup> <ul style="list-style-type: none"> <li>○ Cooler holds 6 RBCs, 6 Plasma, and 2 platelets</li> <li>○ Cooler log and timers to prevent units out too long (Cooler only validated for 4 hours of storage)</li> </ul> </li> </ul>
<b>Sunquest/EPIC</b>	<ul style="list-style-type: none"> <li>● EPIC issues – changes to label (additional instructions)</li> <li>● TSCR extend</li> </ul>
<b>SOP Updates</b>	
<b>Other</b>	<ul style="list-style-type: none"> <li>● Kronos             <ul style="list-style-type: none"> <li>○ Check it due Friday</li> <li>○ Personal Holiday must be used by 12/31/21, probably out of luck at this point.</li> <li>○ Can only pay OT or Comp Time, can't mix and match in the same pay period</li> </ul> </li> <li>● If working in the COVID lab, let Nina know for appropriate pay</li> <li>● Back-up platelet agitator, new</li> <li>● Buy new portables, thanks to COVID Ops and Maintenance knows how to put wheels on them now</li> <li>● Retention – aside from the \$2k             <ul style="list-style-type: none"> <li>○ Lots of techs moving to Children's/other labs</li> <li>○ Possibility of hospital increasing MLS staff pay. No final word yet</li> </ul> </li> <li>● Happy New Year!</li> </ul>

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