

Morning Meeting Attendees: Lekshmi, Paula, Linda, Michelle, Bing, Nina, Tayler, Alyssa, Miguel, Quang, Anne

Afternoon Meeting Attendees:

Agenda Item	Discussion
<p>Staffing</p>	<ul style="list-style-type: none"> • Thank you to all. Thank you to the new faces. Thank you to the people who have been here the last two years • Open positions: <ul style="list-style-type: none"> ○ MLS2 evening shift - 1, all MLS 1 positions filled!!!! ○ All evening positions are filled ○ MLS 1 night shift - 3 MLT night shift 1 - progress is slower. A few applicants. 1 maybe 2 hires. Possible MLT ○ CLT 2 - Night shift - 1 - Hidy left ○ CLT2 - Dayshift - 2 (1.0, 0.6) - Anee and Orlando's positions. <ul style="list-style-type: none"> ▪ Have applicants ○ MLS 2 day shift - 1 a few years of experience, preferrably on TSL. Hopefully take over training the MLS Students • Staffing changes: <ul style="list-style-type: none"> ○ Anne coming to Evening as MLS ○ Quang from SPS ○ Linda from research ○ Lekshmi - masters and from research ○ Milena from Chem • Hiring and training non-MLS to make them eligible for the categorized exam. <ul style="list-style-type: none"> ○ Lot of work supporting different levels of training and experience ○ Trainees: Let us know if there are things missing or wanting additional resources
<p>Quality</p>	<ul style="list-style-type: none"> • 1 RBC issued not irradiated from the AGNEG inventory. <ul style="list-style-type: none"> ○ Reminder about "STOP! NOT IRRADIATED" tag in AGNEG inventory ○ Suggestions: <ul style="list-style-type: none"> ▪ Consolidate IRR/not IRR fridge AGNEG in each fridge ○ Keep using tags (this required by SOP) ○ Double check ISBT label IRR matches indicator ○ Stamps for checking the shipping list ○ Packed by, checked by, timestamp ○ We are accountable to FDA, they can inspect us at anytime ○ Maybe have an IT solution ○ Irradiate unit before you allocate and test ○ Nights is Irradiating short date AGNEG ○ When do people think about IRR? <ul style="list-style-type: none"> ▪ When allocating was one answer • 2 RBC events of product issued, not irradiated in SQ prior to issue. Irradiated per Irradiator per Irradiator Tablet Log • 4 RBCs shipped to NW without wet ice, units placed into normal inventory and not quarantined <ul style="list-style-type: none"> ○ NW was followed up with regarding electronic quarantine

	<ul style="list-style-type: none"> • BPAM Error prevention <ul style="list-style-type: none"> ○ When they get alert, we confirm correct unit for the correct patient then have the nurse transfuse on downtime ○ If nurse is struggling with release reach out to charge nurse or Marnie. If the delay is not acceptable, use down time release form • QA Overrides for SCCA - Resolve immediately. Delays reported. <ul style="list-style-type: none"> ○ Process overview. TSL responsibility to resolve prior to hanging up the phone ○ HgbS on platelets: SCCA gets one bringing the unit into inventory. SCCA notifies us via fax or phone. <ul style="list-style-type: none"> ▪ Suggestion: send Leoolagbaye's HLA platelets unallocated (it's HLA so it can't accidentally go to someone else) and allocate it once it is in inventory. Spares us one override/phone call ○ SCCA and NW can't do overrides, they need us to fix it. • 12 SCCA delays reported via PSN in September <ul style="list-style-type: none"> ○ Communicate delays as soon as possible. Please document on product order. Date Time and who you spoke with ○ Document reasons for delay - Courier delay, processing delay, missed BBHOLD to TXM, Emergencies ongoing, no confirmation received, etc. ○ Please document every conversation, order is the first document checked, the release form is the second document checked. ○ We know it's hard but try to give an ETA but try. If it is a tough match, let them know it might be a day. Call supplier and get an ETA from them.
Safety	<ul style="list-style-type: none"> • COVID vaccine booster • Annual Flu vaccine season is here <ul style="list-style-type: none"> ○ Declination is required if not doing one or both. Either get the shot or complete the declination process
Training	<ul style="list-style-type: none"> • Lots of new hires - training, competency documents <ul style="list-style-type: none"> ○ This is a compliance requirement • CAP inspection in 2023 • Crystal will make a chart for tracking completion of competency assessments • Critical tasks will be assessed annually for CLTs also
Department Projects	<ul style="list-style-type: none"> • OB Bleed - Triage bleeding events Go-Live 10/3 <ul style="list-style-type: none"> ○ Coolers for the first 2? Don't use fridge for the first 2. Save fridges for OR ○ If units come back in different storage condition from how they left, quarantine the units • PROCESS REVIEW - Emergency Release of UNXM RBCs and Fridge for incoming patient not yet registered. Acceptable to bring fridge with units and stay to label at bedside (likely ER) when labels/MRN are available. (9/18/22 MTP event) Priority response <ul style="list-style-type: none"> ○ Use ONeg if can't get age and gender ○ Can't wait long, only a few minutes tops so make sure ER knows this time limit (previous event someone waited for over 30 minutes)

	<ul style="list-style-type: none"> • NW neonate Bleeding Emergency <ul style="list-style-type: none"> ○ Emergency neonate unit will not be in haemobank (ONeg counts in Haemobank and Sunquest will be off by 1) ○ Changed on MWF like ours ○ Print at NWBB2 to allocate • NICU STAT/Emergency orders at ML: <ul style="list-style-type: none"> ○ If NICU says STAT - that turn around time is enough to make aliquot ○ If NICU says EMERGENCY with a volume, seek clarification because the turn around time is too short to make an aliquot • eQMS (electronic Quality Management System)- Title 21 - coming! • If getting push back on component safety, call MD on call to talk to them <ul style="list-style-type: none"> ○ write QI for follow-up
Sunquest/EPIC	<ul style="list-style-type: none"> • SQ upgrade to 11.0 upcoming <ul style="list-style-type: none"> ○ Sounds good, lot of positive changes especially in BOP and bone marrow transplant ○ Can make antigen needs a hard stop (ie antigen negative for Sickle or little c neg for Anti-E) ○ Lots of changes and validation. It will be a painful process but better once it is over
SOP updates	<ul style="list-style-type: none"> • NW MTP and inventory SOP for neonates
Other	<ul style="list-style-type: none"> • KRONOS - timecard approval and exceptions <ul style="list-style-type: none"> ○ deadlines 15th, 30th/31st ○ can email Nina if you aren't in to make documentation in KRONOS log ○ Audited at the state level • Holidays and Vacations - time off requests and assignments <ul style="list-style-type: none"> ○ Today open requests for vacation Dec - May 2023 <ul style="list-style-type: none"> ▪ If you put in a request for August, it will sit until April and be evaluated at that time ▪ Check your balances when you put in request to make sure you have enough ▪ Nina will review and approve at the end of the month ▪ At Holiday time, try to limit requests to ≤ 1 week so that more can get time off ▪ You can still request time off after the deadline. At that point, it is first come first serve ○ Holiday Assignments: <ul style="list-style-type: none"> ▪ 3 teams ▪ Each team gets: <ul style="list-style-type: none"> • One major holiday {Christmas, Thanksgiving+Fri, New Years Day • One "BBQ" holiday: July 4, Memorial Day, Labor Day • One minor holiday: Veterans Day, Juneteenth*, MLK day, Presidents Day



	<ul style="list-style-type: none">○ *Juneteenth was added in 2021 and is going to the holiday group with NY Day<ul style="list-style-type: none">▪ You can trade your holidays. This establishes an even baseline for all. Please plan your leave requests with your holiday assignments in mind○ Personal Holiday: one time use, use it or lose it leave. The deadline to not lose it is the end of the calendar year (comp time is June 30th)<ul style="list-style-type: none">▪ Do not wait for Decemeber to use your personal holiday, it may not be possible. You may lose it because Nina can't approve it▪ Some of us use the personal holiday hours on the first day off requested of the year, that way we don't have to worry about it.● Shift hand off log for Testing – Use this so that work ups are not lost at shift change<ul style="list-style-type: none">○ Have had BBHOLD requested by one shift for additional testing and when the BBHOLD arrived on a later shift it never made it to the back and was racked leading to delay● Communication Log at the front – Document inventory issues so the MDs can easily find out if there is an inventory issue
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