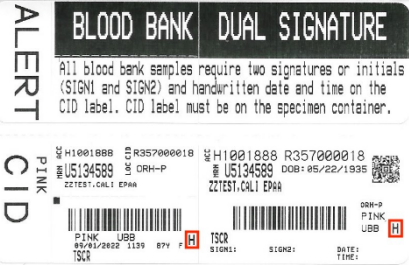
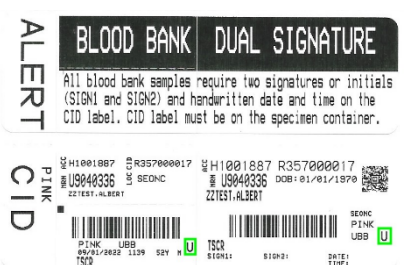


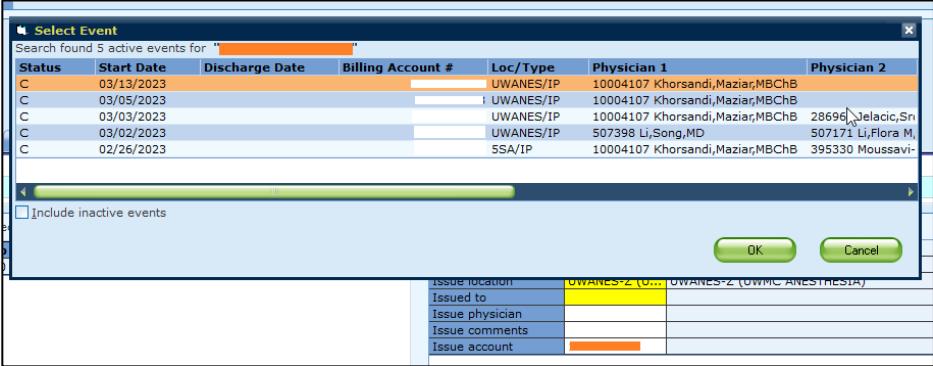
Morning Meeting Attendees: Michelle, Yen (student), Paula, Tayler, Nina, Milena, Jenny, Emmy, Christy, Nasir, Orlando

Afternoon Meeting Attendees:

| Agenda Item | Discussion |
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| <p>Staffing</p> | <ul style="list-style-type: none"> 3.0 MLS (days, evening, night) <ul style="list-style-type: none"> Days = Jennifer Stevens' position, we are waiting to open it 0.8 CLT2 1.0 MLS 2 nights – waiting for approval, have an interested applicant. Welcome MLS Student Yen, her presentation is tomorrow Welcome Nasir to 3rd and Emmy to 2nd Jen will be joining us as per diem for nights and QA while Alyssa is on maternity leave We have students interested in our open positions, they won't be able to start until June/July Plan ahead for your vacations, unscheduled absences do impact our work even if it looks like staffing is good. We have a lot of work to catch up on from when we didn't have the staff to complete projects. Leads and 2s being pulled from project to cover absences slows down our recovery. |
| <p>Quality</p> | <ul style="list-style-type: none"> Specimen tested under H account - see examples of H vs U specimen labels. <ul style="list-style-type: none"> Be alert for this. There is the potential for Harborview to issue blood based on our testing which would be a FDA reportable error <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  </div> <div style="text-align: center;">  </div> </div> <ul style="list-style-type: none"> Platelet storage - waste prevention - approx. \$2000 wasted IN 2023 due to platelets falling off the shelves and being damaged. This has gone up recently. <ul style="list-style-type: none"> All platelets wasted due to falling off of shelves have been Psoralen Treated (longer bags), mainly ARC Carefully fold tail under unit when placing on shelf to prevent these units from getting stuck or hanging off |

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| | <p>the front edge and eventually falling. See attached Infographic for pictures.</p> <ul style="list-style-type: none"> ○ More to come on platelet storage, plan to use back up shaker ● 6 BPDRs in February- down from 19 in January. Great job focusing on preventing FDA reportable errors! <ul style="list-style-type: none"> ○ Continue to focus on preventing missed issues, following SOP for interpreting ABORh/Deiscrepancies, taking extra time when performing manual entry for antigen testing. <ul style="list-style-type: none"> ▪ There have been a few entry errors on antigen testing. Tag said C neg, c neg instead of C neg, E neg ● Do NOT overbill. One patient billed for unit testing once <ul style="list-style-type: none"> ○ One unit was tested for sickle twice ○ Don't crossmatch units unless there is an intention to transfuse, be sure to set up what is ordered ○ If you have an order, you can test and you SHOULD bill <ul style="list-style-type: none"> ▪ If they don't use it, they are only billed for testing not the unit. We would not have tested it if it had not been ordered for them so we should bill them for testing performed ▪ If the appointment is cancelled that is ok. We had an order authorizing us to test and were right to do the testing. Maybe we can save it for their next appointment ○ AO in BOP triggers billing for the patient AND updates the unit ○ AO in BPT does NOT trigger billing but it does update the unit ○ Historical negative from BWNW or ARC: we have to test AND bill the patient ○ Antigen Tested from BWNW or ARC: The department is billed for the antigen test. We need to bill the patient using AO in BOP to recoup those funds. Testing is not performed because our reference lab did the testing and reported it (on the tag or ISBT label) ○ Same applies to TSCR, can't charge for two TSCR on the same day. Getting a new sample because the first one ran out is different and needs to be done (and billed). Make a comment explaining why there are two TSCRs on the same day ○ If see duplicate testing ordered and the sample has not been collected, cancel the test to prevent unnecessary draw |
| Safety | <ul style="list-style-type: none"> ● PPE in lab- lab coats, clean space vs dirty space <ul style="list-style-type: none"> ○ Clean space: the office area including the copier <ul style="list-style-type: none"> ▪ No lab coats, no gloves ○ No food or drinks on the window ledge ○ Use lab coats and gloves when in the lab. We have googles |

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| | <p>available</p> <ul style="list-style-type: none"> ▪ The lab is dirty, limit your cellphone use to urgent or emergency only. <ul style="list-style-type: none"> • Don't use social media on the lab computers (don't want viruses, keyloggers, etc.) <ul style="list-style-type: none"> ○ Do not talk about work on social media • We have work (projects) to give you if you need work to do. Clean your area, go to break • Masks are now recommended, not required. Be supportive and understanding of everyone's choices. Masks are required if leaving the lab. <ul style="list-style-type: none"> ○ Might put a mask box by the entrance for MTP response • Do NOT block the fire extinguisher • Keep segment cutting area clean (floors and scissors) <ul style="list-style-type: none"> ○ If we can't keep it clean, we will add cleaning it to the checklist ○ Advance mat to clean workspace and cut away the soiled mat • Empty the tube check stick bio bags, clean the area • Keep work areas clean • Do not overfill bio boxes. It creates unsafe condition for person trying to close the box. (have to transfer contents to another box to get the contents low enough to close) |
| <p>Training</p> | <ul style="list-style-type: none"> • Sunquest upgrade 11.0 and SOPs • CAP Proficient testing- referral and send out not allowed <ul style="list-style-type: none"> ○ Training is in MTS, sign off needed. ○ Two KB stains were ordered on CAP sample but not sent. One was cancelled but one was resultated with a "dummy" result. ○ Test results are confidential <ul style="list-style-type: none"> ▪ You can ask a lead for help understanding the instructions from CAP ▪ Testing questions go to Nina, Tayler, or Crystal ○ Do NOT run the sample on both Visions as double check ○ Cannot discuss PT results with other labs ○ We can lose our accreditation for violations |
| <p>Department Projects</p> | <ul style="list-style-type: none"> • eQMS Title 21 <ul style="list-style-type: none"> ○ It is coming along. QI submission will be even easier than the current form ○ Projected go live is May 25th for non-conformances and Document Control <ul style="list-style-type: none"> ▪ Training to follow at a later date ○ Will be easier to update SOPs so find all your notes of SOP edits needed, clarifying questions, and outdated policies • CAP 2023 June 7th-Sept 5th <ul style="list-style-type: none"> ○ 2022 Competency Assessment needs to be completed ○ Stay on top of 2023, work on it now so it isn't all crammed at the end of the year |

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| | <ul style="list-style-type: none"> • EPIC outpatient orders advance prep impact <ul style="list-style-type: none"> ○ If they move one appointment, it shifts all the downstream appointments too ○ Changing workflow on the clinical side <ul style="list-style-type: none"> ▪ Hoping it fixes the delays in orders being released by FHCC in the morning ▪ Exploring options at this time so unsure if it is going to change. There will be a transition state if it does. May or June potentially. ○ The advanced prep report is pulling all infusion appointments (not just blood) so that is why dates are different and it can't be our legal order. We must have an actual order |
| <p>Sunquest/EPIC</p> | <ul style="list-style-type: none"> • SQ upgrade 11.0 – went well <ul style="list-style-type: none"> ○ Easy to switch location, be very careful to perform testing only in BB ○ Applies to downtime recovery @ NW also <ul style="list-style-type: none"> ▪ Being in NWBB and setting up unit creates a digital placeholder for that unit • Issue to correct account in SQ when issuing from BOP <ul style="list-style-type: none"> ○ The Issue Account and Issue location are not linked, you must correct both if the location in SQ does not match where the blood is being sent (SQ says 6SA, patient is in UWMOR) ○ To choose the correct account: click the magnifying glass in the issue account field and choosing the correct location  <ul style="list-style-type: none"> • BPR release <ul style="list-style-type: none"> ○ RBC/Plasma Exchange only has the information on the first page, they still need one page release for every unit ○ If you have a nurse struggling to figure it out, give name and or location to Marnie for further follow-up/training |
| <p>SOP Updates</p> | <ul style="list-style-type: none"> • MTS sign off |
| <p>UW Medicine</p> | |
| <p>Other</p> | <ul style="list-style-type: none"> • Wins and Wishes (suggestion box) <ul style="list-style-type: none"> ○ On share point • Kronos timecard review and approval • Vacation requests April for June to November 2023 |

March 2023

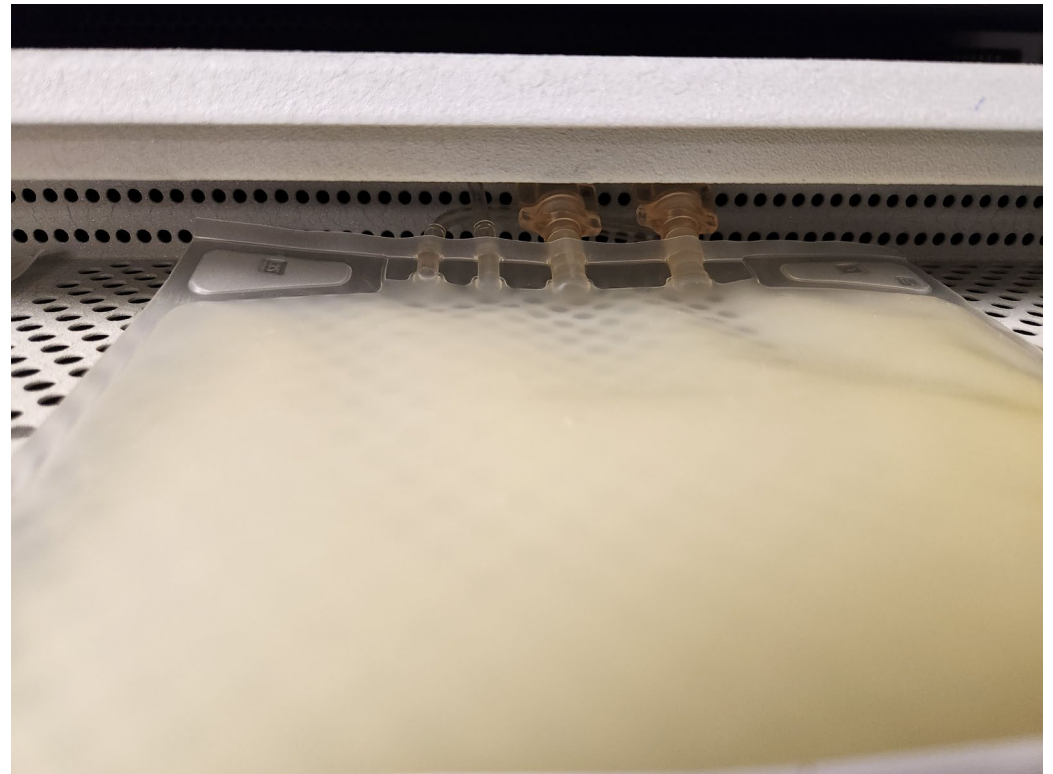
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| | <ul style="list-style-type: none">○ Email coming soon○ Include all days including the weekends and holidays in your request (so you don't get scheduled on the weekend you thought you were off)○ If you are asking for your assigned Holiday off, you need to find a replacement○ Need to have enough leave time in your balance at the time of the request○ May need to work out coverage for long time off requests○ Comp time will be paid out June 30th○ Personal Holiday expires at the end of the year○ Work together and be considerate with requests● Missed meals and breaks<ul style="list-style-type: none">○ This is a state compliance issue. It is reported● Overtime - do not trade shifts with others if it incurs OT. All OT needs manager approval<ul style="list-style-type: none">○ Nina is saying no to OT at this time○ Make sure trades are roll appropriate<ul style="list-style-type: none">▪ CLT trading with an MLS, ensure there are enough MLS present● Break room – it is a shared place, don't leave food for days |
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Why PRT Platelets Shake off the Shelf

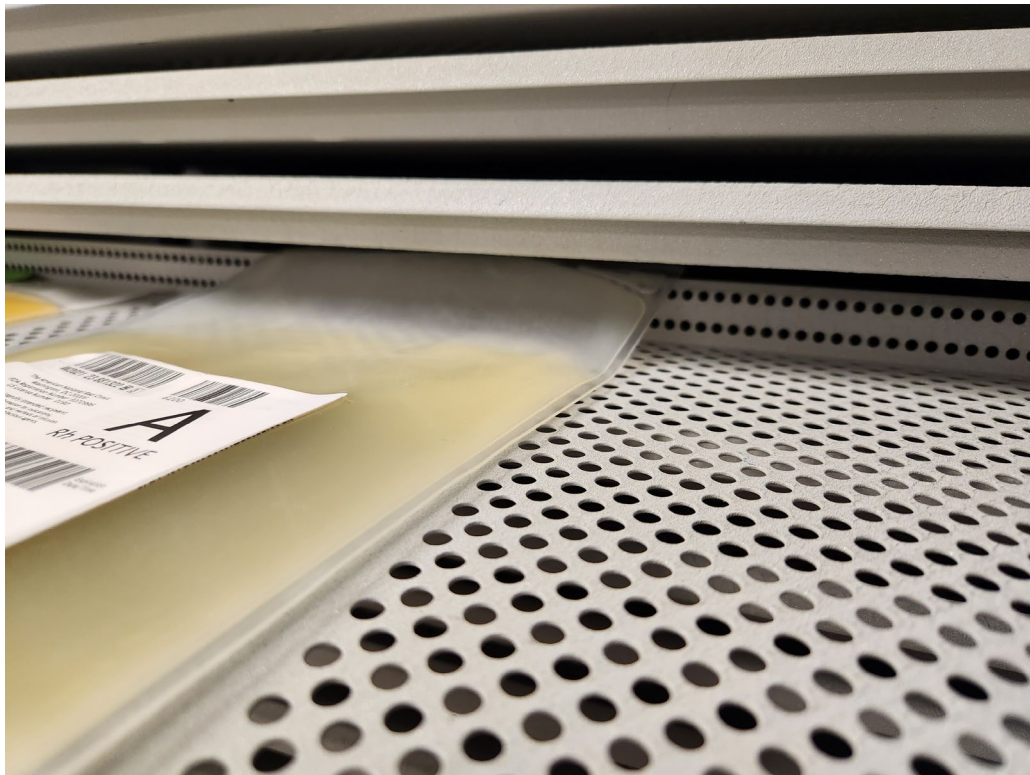
ARC labels their platelets opposite of BWNW so ports go to back of shelf



As Platelet is shaken, the ports move closer to back of the drawer



Port gets caught between the two shelves



- Platelet gets pulled off the shelf
- Platelet is pinned between the back of the shelf and the back of the shaker or falls all the way to the bottom
 - The shaker rolls over the platelet and wears a hole in the bag
- Platelet is wasted
 - Even if the bag is not damaged, we do not know how long it was not shaken

How do we avoid this?



- Fold the ports underneath the bag so that the bag fits on the shelf
- Tuck tags and tails under the bag also to keep the drawers neat
- If you have any questions, please ask leadership. We are happy to help.