

Morning Meeting Attendees: Nina, Crystal, Miguel, Tayler, Milena, Orlando, Alyssa, Seleshi, Michelle, Christy, Paula

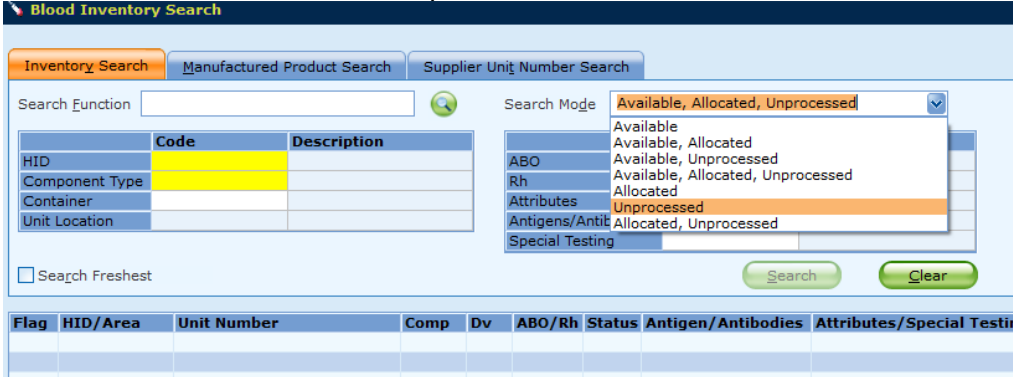
Afternoon Meeting Attendees:

Agenda Item	Discussion
Staffing	<p>Open Positions:</p> <ul style="list-style-type: none"> • Dayshift CLT2 -1.8 <ul style="list-style-type: none"> ○ Dayshift MLS1 opening soon, Jennifer is going back to immunology ○ Candidates have been mixed ○ CLT2 1.0 is filled → Brianna • Evening MLS – 1.0 <ul style="list-style-type: none"> ○ Pete left so that position will be posted soon • Night Shift – 2.0 <ul style="list-style-type: none"> ○ Ihab left, family emergency • MLS students: Dakota and HMC student want to work here • 2 new hires starting 2-13-23, one evenings and one nights
Quality	<ul style="list-style-type: none"> • Great Work documenting delays and confirmation of RV • New attribute process- Notify the TSL MD for review BEFORE processing the unit • Discarding Components <ul style="list-style-type: none"> ○ Discard <u>intact units</u> in the Regulated Biomedical Waste Bin (scan bin number) ○ Discard <u>broken or leaking components</u> in the open biohazard bin only • ELU-Kit storage – Room temperature only. Must be discarded if found in the fridge. <ul style="list-style-type: none"> ○ 2 events 12/25/22 and 1/2/23 (It happened a third time, shortly after the staff meeting) ○ Email reminder sent 12/28/22 ○ 'DO NOT REFRIGERATE' Stickers on reagent as visual aid ○ Sign on Fridge - Do NOT store ELU-Kit in fridge ○ Ideas: <ul style="list-style-type: none"> ▪ Put kit in a box and box comes in and out of drawer ▪ Put colored paper in the top of the clam shell to make it stand out • Thermometer not removed from use with expired calibration date <ul style="list-style-type: none"> ○ Verify the the thermometer calibration is current when taking the temperature (every time) • Event Review – 1/19/23 2 Non-Irradiated RBCs issued <ul style="list-style-type: none"> ○ Recommendations: SQ update will have a pop up when you allocate a non-irradiated unit and you will have to answer the question ○ The tag seems to work, no more non-irradiated units have been issued from the AgNeg inventory ○ Mental checklist: <ul style="list-style-type: none"> ▪ Is IRR on the ISBT label? ▪ Is indicator present? ▪ Is indicator black? • Units with the XM or TS test unanswered stay pending and prevent the accession number from being recycled

- If you need to release a RBC and didn't test the crossmatch (unit was Ag incompatible or selected wrong unit for EXM):
 - Turn off grid results by unchecking the box at the bottom of the screen
 - Result the XM as ;ND
 - Result the TS as] (not ok)
 - No ok automatically releases the unit when you hit Save
- Only use the Remove Unit button if ALL tests on the unit were resultured
- This applies the PXMAG as well, don't use Remove unit to release from the PXMAG answer the TS as]
- Screenshot below is of units released incorrectly resulting in pending testing that must be fixed

The screenshot displays a software interface for managing blood units. At the top, there are tabs for 'Antigens/Antibodies', 'Problems', 'Comments', and 'Transfusion Attributes'. The 'Antigens/Antibodies' section lists: ABCW - Anti-CW, NBKA - Negative for K antigen, NBEA - Negative for E antigen, and NBKA - Negative for K antigen. Below this is a table with columns: Patient Specimen (S), Allocation (G), Units (Z), and Information (I). The 'Units (Z)' table has columns: HID/Area, Unit Number, Component, Dv, ABO/Rh, Status, Antigens/Antibodies, and Attributes/Spec. Tes. The 'Status' column for all units is circled in red and contains 'RL'. Below the table are fields for Unit Number, Unit Location, Segment Number, Comment, and Assignee. At the bottom of this section are 'Show Allocated' and 'Remove unit' buttons. The 'Compatibility Testing' section has columns: Unit, TS, AO, and SCKL. The 'TS' column for all units is circled in red and contains 'Pend'.

- Verify you have selected the right unit before allocating
- It is ok to allocate 5 units, screen them for the desired antigen and release the ones that you aren't using
 - Remember to result all pending tests and use] in the TS field to release instead of the remove unit button.
 - Doing this will prevent the undesired downstream effect that Christy and team have been dealing with for the last couple of weeks
- Incomplete audit trail when downtime issue and return not performed in LIS. Ensure product issue and return performed from downtime log in a timely manner. Consider checking BBI before DISCARD or RTN to inventory
 - Need to capture all events in the life of the unit
 - Check for faxes and update SQ. It is harder to fix units after discard
- After resulting unit type confirmations, check for unprocessed components in

	<p>inventory (Event where 4 unprocessed RBCs were found in processed drawers)</p> <ul style="list-style-type: none"> ○ Delay in patient care ○ To check for unprocessed units: <ul style="list-style-type: none"> ▪ Open Blood Inventory Search ▪ Search Mode Unprocessed  <ul style="list-style-type: none"> • QC Form: Saline in date applies to the bottles as well as the cubes. Check your bottle before using. They are sneaky
<p>Safety</p>	<ul style="list-style-type: none"> • COVID booster and Flu compliance – overdue <ul style="list-style-type: none"> ○ If you got it done elsewhere (Dr’s office or pharmacy), connect with Employee Health • Construction: <ul style="list-style-type: none"> ○ If the noise is bad or started without notice, let them know (the foreman’s card is on the whiteboard) ○ Manual bench out Thursday and Friday ○ “Student” bench has been validated and can be used for patient testing. Keep an eye on the saline
<p>Training</p>	<ul style="list-style-type: none"> • MLS student training • MLS and CLT staff training – 25 trained in 2022 • Please refer questions to the SOP. Do not give bad instructions. <ul style="list-style-type: none"> ○ We do NOT thaw plasma using the 30 minutes setting regardless of how many are in the thaw bath at once ○ Confirm the unit is in the Haemobank before allocating and confirm successful allocation in the Haemobank after completing the allocation in SQ
<p>Department Projects</p>	<ul style="list-style-type: none"> • eQMS – Title 21 – document control and non-conformance transition to electronic platform. Training and competency will progress to eQMS as well. Go live end of May. <ul style="list-style-type: none"> ○ Phase 1: documents ○ Phase 2: Error management and of May also ○ Phase 3: learning management ○ SOP revisions will be online, streamlining the revision process <ul style="list-style-type: none"> ▪ Will be able to get input from staff • Windows 10 upgrade – as of last week all computers are updated • Second Blood Irradiator RS3400 in 2023 – approved! Will get it sometime this year probably second half of the year
<p>Sunquest/EPIC</p>	<ul style="list-style-type: none"> • SQ11.0 upgrade – March 5th go live. Validation in Jan/Feb with STK <ul style="list-style-type: none"> ○ Big focus going into March. A lot of impact for MLS. Most is positive.

	<p>Just need to get used to the changes</p> <ul style="list-style-type: none"> ○ ABI will be added automatically ○ Weak D will be added automatically when the baby is Rh Neg ○ The cancel billing pop up at the end of issue process will go away ○ Rh pos to Rh neg patient will allow electronic crossmatch instead of immediate spin crossmatch ○ We will delay BMT changes to late (fall?) ○ Christy and Michelle are SQ super users
<p>SOP Updates</p>	<ul style="list-style-type: none"> •
<p>UW Medicine</p>	<ul style="list-style-type: none"> • UWMC finance – very busy, length of stay and labor expense high <ul style="list-style-type: none"> ○ January was less busy than December. We did have wasted platelets in January. Be mindful of standing orders in the evening and from ARC when determining if platelets should be ordered. <ul style="list-style-type: none"> ▪ Don't over order ○ Make sure to monitor and use short date RBCs <ul style="list-style-type: none"> ▪ Check EPIC for appointments on units held for patient in the Antigen negative inventory. If the unit expires before their next appointment, move it to general inventory ○ Make an effort to meet outpatient Turn Around Time and appointments • Patient volumes – high census • Overtime, clock in and out on time, meals and breaks <ul style="list-style-type: none"> ○ Clock in during the grace period, not before or after. Don't get unnecessary overtime ○ Don't start and eluate when at the end of your shift if you won't have time to finish without working overtime ○ Meals and breaks, work with leads and 2s to make sure everyone is getting them ○ Not everyone is on the same pay rules. There are at least 3 different rules so make sure to be careful about shift trades
<p>Other</p>	<ul style="list-style-type: none"> • Kronos time card approval – 15th and end of the month, approve after last shift worked <ul style="list-style-type: none"> ○ Check your time card in KRONOS, make notes on the log and approve the punches • Equity, Diversity, and Inclusion Survey Jan 17th – Feb 28th – long but helpful for the organization • Annual compliance • April 1st week opens Summer PTO requests (June – November) • Payout for comp time and holidays is June 30th • Go to Workday and update your race/ethnicity in “About Yourself” section to help UW with counting • Cellphones in the lab <ul style="list-style-type: none"> ○ Use has been going up ○ Limit use in lab <ul style="list-style-type: none"> ▪ Family or childcare needs to reach you ○ Lab is dirty so don't contaminate your phone <ul style="list-style-type: none"> ▪ Don't use when at the bench or have tests to complete • Let Nina know if you are interested in projects • Competency Assessment <ul style="list-style-type: none"> ○ No change from last year's form so you can start the 2023

	<p>assessment now. Form is found in the SOP manual > Forms > Training & Competency Assessment (or click links below)</p> <ul style="list-style-type: none">▪ Critical Task Competency Assessment (CLT and MLS)▪ Testing Personnel Competency Assessment (MLS only)○ Crystal will make a new tracking chart• Inventory Team<ul style="list-style-type: none">○ Make sure to put tags where they go so orders can be placed<ul style="list-style-type: none">▪ Put the tag in the yellow bucket when you take the reagent it is attached to▪ Bundle the tag with reagents when receiving reagents into inventory○ Be sure to document putting new lot of consumable in use
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