**Staff Meeting - 9/15/22**

1. **Probationary period for new hires – 90 days**
	1. Competency – 180 days
2. **Lab Opening –**
	1. 1 full time position – day shift
	2. 1 per diem position – day shift
3. **Access to Tiger Connect – Due to cellular Wi-Fi issue.**
	1. Connect to Wi-Fi network named - WLUSRD
	2. Turn on your cellular Wi-Fi calling
	3. Help desk will grant access to all lab employees
	4. Vrunda will be trained on using Tiger Connect
		1. Vrunda will train the staff
4. **Gel Cards –**
	1. Please arrange them in a way so that older lot is used first.
5. **Pediatric blood –**
	1. When receiving pediatric blood, please write collection date on a unit. This information can be found on a packing slip.
6. **In transit –**
	1. Questions on transferring blood products from and to EMCP?

1. **Emergency Release/ Exsanguination Protocol –**
	1. If the signature is not obtained before blood products are issued from the blood bank, you MUST make a copy of the form before sending it with the cooler.
	2. Leave the copy in Lead Tech’s office so that they can follow up on it to obtain signature from the physician.
2. **Transporting trauma specimen to the lab:**
	1. When responding to the level 1 trauma, the blood bank tech will be in the trauma bay for full 10 minutes.
	2. During this time, if a blood bank specimen is available, the tech will bring it down with them.
	3. After 10 minutes, if the trauma attending does not dismiss the blood bank tech, the blood bank tech will ask the attending whether the products in the cooler should be labeled, and the cooler should be left in the trauma bay, or if they are dismissed.
3. **Responding to multiple EPs:**
	1. Dr. Kaplan agreed to split the thawed plasma between multiple level 1 traumas. However, the trauma attending must be made aware of this situation.
		1. Blood Bank will make a call to notify the trauma attending and will also leave a note in the trauma cooler as a second notification.
		2. The blood bank will immediately prepare additional plasma products to complete the EP pack.
4. **EP activation in trauma bay:**
	1. The trauma attending will announce EP activation in trauma bay. Immediately, the blood bank tech will label all the blood in a cooler and will leave it there.
	2. The blood bank tech will then notify the trauma attending that they are leaving the trauma bay to go back to prepare EP.
5. **Antibody Workups:**
6. If patient has previous antibody workup performed, please pull previous folder before placing in lead tech’s bin.
	1. DO NOT MAKE A NEW FOLDER EACH TIME.