**Blood Bank Staff Meeting – 3.23.23**

1. **Inventory /Organize RBCS by its Expiration/Red Bucket**
   1. When a red bucket gets emptied, place it on the shelf by the microscope.
   2. When placing red cells into the refrigerator after processing, make sure they are organized and arranged by its expiration date. **DO NOT LEAVE THEM WHERE SPACE IS AVAILABLE.**
2. **IQEs/Occurrences/FDA**
   1. Temperature of an equipment was missed to document.
   2. Double check all equipment temperature logs for temperature records before placing the binder away.
   3. No FDA reportable event
3. **Antibody Workup Folders**
   1. All antibody workups for the year of 2023 can be found in the filling cabinet in the lead tech office.
   2. 2022 and previous workups: in the process of moving them in the BB storage room.
4. **Blood Bank Storage Room – Temperature Reading**
   1. Effective 4.1.23, the blood bank storage area will be monitored for the room temperature. NOTE: The temperature range of the storage room(15-25C) will be different than the room temperature of the blood bank lab (15-30C) due to temperature storage requirement of the IgG and ABD gel Cards.
5. **Materials Receipt Log:** 
   1. Please remember to log in the number of **Saline** boxes and P**edi Syringes** received in the materials receipt log.
6. **Reagent QC for 0.8% SC I and II and IgG Cards**
   1. When placing a new lot of 0.8% screening cells and IgG cards, please perform the QC on the Vision as well as the bench.
      1. Occurrence reports will be generated going forward.
7. **Proper Documentation on Reagent Identification Sheet**
   1. QC performed on a new lot to place it in use immediately:
      1. Document appropriate columns on the right side of the Reagent Identification sheet.
   2. QC performed on a new lot to have it available in case needed before next daily reagent QC is performed:
      1. **DO NOT DOCUMENT** on the Reagent Identification sheet.
      2. Document the QC results on a **new** Daily Reagent QC worksheet.
      3. Place a **note in the communication book** notifying that the QC has been completed on the new lot but has not been placed in use.
         1. QC is only valid until next daily reagent QC is performed by the 3rd shift.