**Blood Bank Staff Meeting 2.28.24**

1. **FDA reportable event/ IQEs/OnPoints:**
   1. 1 FDA reportable event
      1. None
   2. IQEs:
      1. None
   3. OnPoint:
      1. 1 Discrepant information
      2. Events placed for the nursing:
         1. Wastage of blood products
      3. Events placed for the Lab:
         1. Delay in preparing an EP pack.
            1. Was prepared within 15 minutes.
         2. Delay in preparing an EP pack.
            1. Printer Issue, TAT was 30 minutes from activation of EP.
2. **EP Forms:**
   1. Be sure to only accept forms that are signed by the physician.
   2. If the runner brings the unsigned form back to the blood bank,
      1. Make a copy of the form.
      2. Ask the runner to obtain the signature from the physician and return it to us.
      3. If the runner is unable to obtain the signature, place the form in the lead tech’s bin.
3. **Emergency Release Forms:**
   1. Be sure to have the form signed by the chart nurse as well as the physician before returning back to the blood bank.
4. **Thawed Plasma:**
   1. Plasma thawed and placed directly in a cooler will not reach the temperature of 1-10C.
      1. If packed, do not put the RBCs in the same cooler as it will raise the temperature of the RBCs.
5. **Policies in MediaLab:** 
   1. Review and sign off on any policies that are in your queue in MediaLab.
6. **Inspection:** 
   1. The inspection window closes on March 11th.
      1. Expecting any day next week.
7. **Yellow Slip:**
   1. Please ask the runner to return with the yellow slip when picking up blood products.
   2. During emergency, it is okay to give them the **‘No Yellow Slip form’** to fill out.
8. **Changes with the Vision Software update:** 
   1. When users perform the Empty Liquid Waster or Refill System Liquids procedures, the onscreen confirmation dialogue asks user to confirm that they completely refilled the system liquids and emptied the Liquid Waste Container. Currently, the system liquid waste level resets to zero even when the use does not confirm to have emptied it.