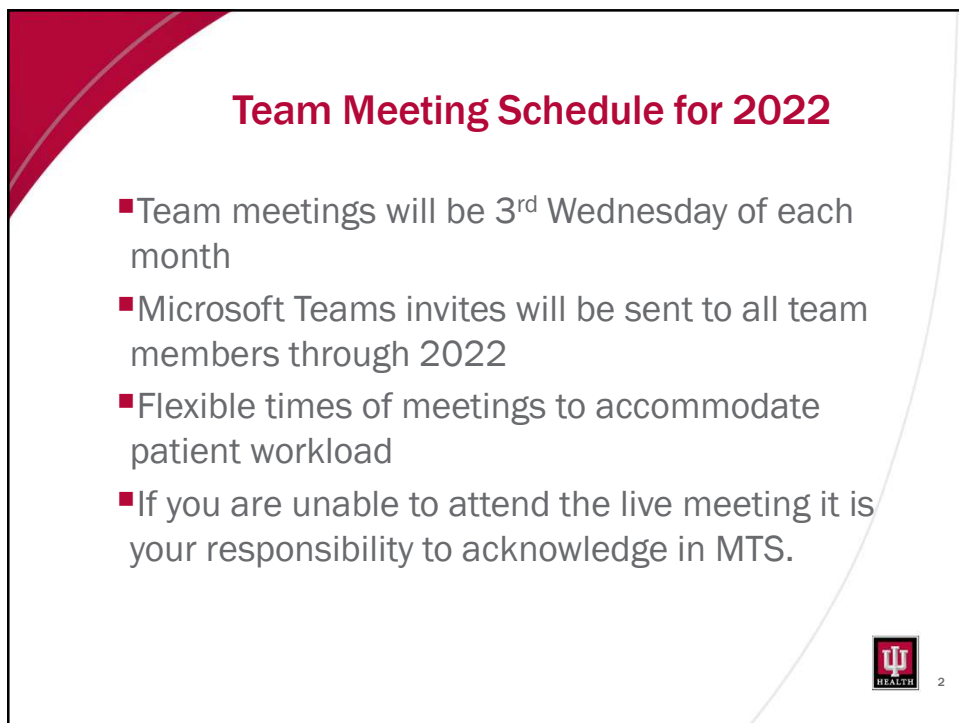# Apheresis Team Meeting
01.12.2022

Indiana University Health

Team Meeting Schedule for 2022

- Team meetings will be 3rd Wednesday of each month
- Microsoft Teams invites will be sent to all team members through 2022
- Flexible times of meetings to accommodate patient workload
- If you are unable to attend the live meeting it is your responsibility to acknowledge in MTS.

2

Civil and Respectful Workplace

- IU Health's Values
  - Purpose, Excellence, Compassion, and Team
- Everyone is entitled to work in an environment where all team members are respectful and considerate in harassment, bullying, other types of prohibitive conduct will not be tolerated.
- Workplace Civility
  - This involves a work environment where team members act courteously and constructively toward other team members, vendors, business partners, and patients. Workplace civility goes beyond a positive attitude. It involves gestures of respect, dignity, courtesy, and understanding.
- Workplace Respect
  - This involves a work environment where individuals show that they value others, including others' privacy, physical space, possessions, ability, viewpoints, and ideas.

3

Civil and Respectful Workplace

- Team members don't ignore uncivil and disrespectful conduct they observe. They respond constructively. This may include talking with an offending team member, intervening as a bystander and even raising concerns with a leader.
  - For example, state: "This conduct does not reflect our Values."

- *Everyone should seek to foster a civil and respectful workplace by acting in a positive, constructive way with others.*

4

Apheresis Projects Update

- New Adult AHC Hospital
  - Everyone will be included to provide feedback on Apheresis design

- Media Lab Competency Management
  - Paperless Documentation
  - Dashboard that tracks
  - Go-live March 2022

  - MTS Media
    - Acknowledgment for study documents, team meetings etc.

5

Reminders

- Do NOT make copies of any Apheresis forms.
  - Forms should be printed from PolicyTech or ask QA to print.
  - QC forms were copied that cut off the header information.
- Complete all the required charting in the Cerner Procedural Flow Sheet. This is being audited.
- Complete log book entries.
- Pay close attention to billing. Found numerous incorrect charges billed to patients.

6

RECOGNITION

- Thank you to everyone for your dedication to our patients during these challenging times!!