Transfusion Service Laboratory Staff Meeting Minutes

**Staff Meetings held at 0730 and 1500 on Thursday, March 28, 2013**

**Agenda Items**

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| **Item** | **Discussion** |
| **Welcome** | Brenda Hayden, TSL Manager, welcomed staff. |
| **Vacation Requests** | The open period for vacation requests to be taken June through September is April 1st through April 14th. Please submit your requests for time off earlier rather than later to insure that your request is considered before the calendar fills up. |
| **Birthday Party** | April 5th is our 2nd Birthday and we are planning to celebrate the Terrible Twos! There will be cake for staff. Plus we are giving tours for the E.D. staff from 0100 to 2100. Beth, who so ably gave tours for 8MB last week, will be “training” someone from each shift as tour guides. Patrick Ramos has confirmed that ED will be coming. They will place a courtesy call that 2-4 staff are on their way down. If it is too busy, don’t hesitate to say “Don’t come right now.”  |
| **Medical Laboratory Professional Week** | Lab week is coming! There will be brunch for 3rd and 1st shift with Vietnamese sandwiches for 2nd shift. Micro is in charge of activities this year. Money has been cut from the budget for all departments so we will just have to wait and see. |
| **Elutions** | Training continues. Sau-Seong asks everyone to read the SOP before their scheduled training session. The EBA21 serofuges have been programmed for eluate spins so check the programs carefully before selecting. The 2 minutes spin for eluates is too fast for the anti-Jka! |
| **Document Revisions**  | Roxann will post a list of Go-Live procedures for Monday, 4/1. Roxann asked how MTS is going and the general feeling is it is better than paper. There were some suggestions for improvement which Roxann will forward to MTS: better grouping of documents, ability to review the test and change answers before submitting for grading, ability to go back as well as forward, change end date to go-live date so staff can sort the most urgent first. |
| **Monthly Workload** | Brenda gave statistics for January and February. February was a low month with only 497 units compared to January’s total of 904. C/T ratio is still good: 1.3. Plasma usage is up so inventory adjustments for trauma season may have to be made. |
| **MTP Changes** | Cryoprecipitate has been removed from the MTP pack. SOP revisions are coming. With increased use of plasma, fibrinogen changes are less in trauma patients and cryo is needed less frequently. The doctors are concerned that TSL will drop the cryo when they don’t want it, wasting the product. We all know that we don’t drop the cryo until they say they want it. |

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| **PROPPR Update** | Brenda listened to discussion of pre-activation and then cancellation. The consensus was that the PROPPR coordinators don’t have adequate knowledge and impede the process rather than expediting it. Brenda needs to hear of all incidents so that she can follow up. One interesting experience was the coordinator interrupting the hand off to the nurse of the blood component so they could get a number sticker off the unit. Brenda said to tell the coordinator to get their sticker after the component is hanging or discontinued.The consensus is that we are using more group AB plasma for non-group AB patients now that we thaw so much for PROPPR. This may increase if we get patient samples earlier in the trauma process and are able to “trade out” the group AB plasma for type specific. |
| **QI Information and Audits** | Gie thanked everyone who has been helping with the audits. She explained that it has taken 2 year but the audits are getting the attention they deserve to improve patient safety. The clinical staff has been isolated for a lot of years and now they are beginning to realize TSL is here to monitor and improve the transfusion process. Gie said that BPR errors are down!!! There are some issues with label verification sign off including an omission that required back-tracking to insure that patient received the correct product.  |
| **Round Robin** | Nina: starting her SBB study, BioRad IH clinical trial is on hold, SQ upgrade testing on goingErin: starting her SBB study with platelet titers in about 2 monthsTANGO Problem Binder replaces the bound book we were using before.Nursing staff needs education on completing the TRRX report form. They fail to fill in the vital signs and sometimes don’t even have them when we call up. Also, education on DATs would be helpful.Patrick will be making a video about how to read-back at the bedside before starting a blood component. Kara is participating and if you want to be part of the project, let Brenda or Gie know.Workplace Safety Manual has 3 updates to be signed off on. You will get a notice when they are available. |