Transfusion Service Laboratory Staff Meeting Minutes

**June Staff Meetings held at 0700 and 1400 on Thursday, June 27th**

**Agenda Items**

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| **Item** | **Discussion** |
| **Welcome** | Brenda Hayden, TSL Manager, welcomed staff. |
| **Sunquest Upgrade and Downtime on June 30th** | **GO LIVE is June 30th. Downtime is expected to start at 0900. We will have warning.**  Roxann is bringing bagels, cream cheese, and fruit for breakfast/brunch.  Brenda is bringing ham, potato salad, and baked beans for lunch/dinner.  Bring chocolate (or other items as you desire) to add to our feasting!  Samples will be racked by last name Friday – Sunday to aid in retrieval for serologic XM during downtime. Alpha rack is located on the top shelf of R4.  Booklets will be placed at work stations with Training Copies of the Downtime and 7.1 SOPs.  Booklet also contains a review of SOP and process changes.  Friday, IT will upgrade the blue and admin area PCs. The blue PC at CLT front desk will NOT be upgraded as it is needed for 6.3.  CPOE will be working during downtime. CPOE orders will come over with the upgrade so expect a mess in ORM as there will be duplicate orders. Attempt to perform ORM but don’t spend too much time during recovery on this. Orders will eventually be removed.  Extra inventory has been coming in all week. On Saturday at 10pm we will order additional product as needed to insure the inventory is at max for downtime.  Morning Chores prior to go live:  A list has been prepared of inventory, report, forms, and allocation chores.  Reports will be loaded to Lilith 2. No need to use the encrypted thumb drive during downtime.  Extra trauma packs will be prepared. Extra product will be allocated for surgery patients and current users.  Extra staff have been scheduled for Sunday 1st and 2nd shift.  IT will be in contact with TSL prior to downtime. Everybody needs to be logged off.  IT will provide updates starting around 2pm on the status of the upgrade.  There are banners in ORCA reminding clinical staff that lab systems are down but there will still be confusion.  Document! Document! Document! **Times are essential for recovery** if we are to insure an accurate audit trail. |
| **Item** | **Discussion** |
| **After Go Live** | Dr. Hess has some procedural and policy changes to implement.  **CAP Inspection readiness will be the #1 priority**. We aren’t ready but once the upgrade is behind us, our focus will be to get ready.  Brenda is applying for AABB inspection and accreditation. More to follow.  PSBC will begin transitioning to a 100% leukoreduced inventory on July 8th. The inventory at HMC TSL will reflect that change as we use up the non-LR RBCs. A revised PSBC Inventory Order Form has been placed at the front for use starting Monday, July 8th. Crediting for LR will no longer be required as of July 8th but we will continue to credit Irradiation if not required for that patient.  IH returns next week.  In the fall, we will begin a TANGO study for BioRad. More details to follow. |
| **Attending 0700, 6/27** | Max, Roxann, Gie, Mike, Ed, Hieu, Nina |
| **Attending 1400, 6/27** | Excel, Stephanie, Lauren, Nancy, Sau-Seong, Beth, Jimmy, Ella, Abe |