**Minutes - March 2014 Staff meeting**

* **Comments exercise:**
  + Good discussion about where comments go once they are entered.
  + Where do we comment on multiple tubes in one draw?
    - Order Comments. CTs can also comment as BBCS in BOP.
  + Adding STAT to modifier does not create a stat charge per IT’s billing guru
  + Please turn in your exercise for training credit.
  + Patrick Ramos will be coming in April to give short ORCA/EPIC sessions. Please submit your questions about ORCA/EPIC to Roxann. Some examples include:
    - How does nursing staff use the information we send downstream? This includes orders, comments, and testing status.
    - What is the quickest way to determine pre/post transfusion vitals when we are investigating a transfusion reaction
    - I need the diagnosis code – how can I find it fast?
    - We think a unit was transfused but the portable refrigerator log is incomplete. How can I find it fast without walking up to the unit?
* **XPinks** 
  + Cannot be used for patient testing without ordering a battery with tests attached
  + Used for:
    - Send out sample
    - Workup is completed by the time the samples show up so the new samples aren’t needed
    - Possible study samples
  + CTs do have to result two questions on an XPINK order so make sure to route it to them
* **How to handle draws with multiple samples**
  + First: determine if all samples are from the same draw:
    - Same collection date/time
    - Same patient identifiers
    - Same 2 signatures
  + Second: add an Order Comment as to number of tubes
  + Third: print multiple CID labels, applying one for each tube
  + CTs will test and “rack” one sample; additional samples can go on the side of the rack
  + In the case of antibodies, all samples go in the Antibody Rack
* **Service Culture Guideline of the month- Respect Privacy and Confidentiality**
* Knock before you enter
* Patient information on need to know basis only
* Do not discuss patient details in a non-confidential setting (no talking in elevators or posting on facebook etc)
* ***QP: Accessing Patient Records goes live April 1st***
* **Satisfaction survey** – complete by 3/23 for your cookie or apple
* **Townhall meeting on 3/27** with Johnese Spisso (Interim Executive Director) 3-4pm in R & T building
* **Survey Monkey** –
  + Please complete this month - do on your own, not in a group.
  + Roxann checked and she can’t tell who submitted which results so please feel free to say what you think.
* **QA- Gie**
* One Blood Product Deviation Report to FDA regarding unit not issued in SQ but was transfused to the patient. Reminder to ISSUE prior to taking unit out of the lab
* Reminder: Blood Product Release form must be signed by nurse and returned to TSL upon receipt of unit. Staff should call and follow up when the release form is not returned to TSL within 15mins
* Don’t forget Label Check on units after they are thawed and label created prior to placement on the unit
* **Inventory usage/wastage for Feb**
  + Statistics posted on the white board in the back of the lab
* **Upcoming:**

-**Blood School for the nurses on 5/2:** TSL will be providing a tour and skill stations for training nurses from each unit on transfusion practice. On April 28th, we will be having a mock session. We will try to give all TSL staff a chance to complete the sample acceptability, product inspection, and bedside check exercises. Thanks for saving expired blood products for use in this class.

-**Prenatal samples in May/June:** all prenatals from UW clinics will be coming to HMC rather than going to PSBC. Updates will be forthcoming as we work out the SPS system, make changes in EPIC (not all clinics are on EPIC yet), and work out the process flow in TSL. This has been a project of Brenda’s for 3 years as a process improvement to provide more income for HMC and more work for TSL. TSL SOPs are in place including titration.

-**Lab Week April 21-25:** Roxann doesn’t know which section of the lab is responsible for Lab Week activities this year or what TSL will be doing. Any ideas?

-**Vacations requests for June 1 – Nov 30 submit by April 1st**

* Late entries will have to take the leftovers.
* Nina will be posting the remaining holiday list soon for review prior to asking for vacation

**2nd shift lead interviews completed, decision by 1st week of April** : your feedback in Survey Monkey will help Brenda and all the leads direct their efforts.