**July 17, 2014 Staff meeting minutes**

* Budget Update – How is HMC doing?
* Nina goes to the HMC meeting with Becky Pierce.
* UW is in the black so if you hear of them ordering equipment and/or hiring…
* HMC is still $10 million in the red. This is better than expected but still needs improvement.
* Staffing and equipment requisitions require justification (never easy).
* No plans to lay off at this time.
* Lab Med is still working on their own cost reduction so expect additional changes to come.
* No O.T. allowed. Be careful of your job classification. CLTs cannot flex their time like MLS can. Fill out the green forms!
* Clocking Policy
  + Nina discussed the institution policy which was emailed out to us.
  + If you forget or don’t get clocked in/out, do it when you remember and submit a green adjustment. That is much easier for Gie/Erin to correct than a missing punch.
  + Nina will be including this information in performance evaluations and will be following the guidelines for corrective action if too many corrections are coming through.
* 2ND Sample –went live June 17th.
  + Nina asked for feedback.
  + Seems to be better.
  + Patrick and Nina have been to OR meetings with the nurses to discuss 2nd sample. Interesting questions and good discussion which should help.
  + Real problem seems to be “terminology” between physician (anesthesiologist) and TSL. Be careful how you word “you have blood ready”. Don’t forget to mention that a 2nd sample is needed in order to issue type specific, crossmatched blood.
  + Turn around time: still 50 minutes for TSCR/TXM; ABRH2 is 10 minutes
* Active Shooter Policy – Code Silver
* Training sessions taking place. OK to flex time to attend.
* Also will be on LMS for those that can’t attend sessions.
* Nina is recommending that during a Code Silver use the tube system to send blood rather than endangering your life walking in the hallways.
* Nina will look into alternatives and let us know.
* Quality Focus- **Supplier and Customer Issues** - Hieu
  + See handout
* QA- Gie
* QIMs are divided into pre-analytical (65), analytic (28) and post-analytic (2)
* Of the 28 analytic QIMs, 13 were related to QC and Maintenance.
* Expect further analysis and resolution tactics to be implemented to help us all improve the QC portion of our work.
* QIMs for blood components were large in number:
  + No number on the BPR – this is part of the read-back
  + Trauma log units are not getting issued before the paperwork is filed.
  + During the trauma log audit, <50% were complete.
  + Suggested a 2nd checker before the paperwork is filed. Use the “Reviewed By” stamp if that helps.
* Audits: Gie is looking for volunteers to help with 3 quality audits. Notify Gie or Nina if you are interested. Gie will train you.
  + Vital signs: did nursing record the appropriate vital sign checks for patients receiving a transfusion?
  + Storage Unit check: review of Temp Trak to make sure all alarms have been addressed.
  + Chart audit: Was consent obtained prior to transfusion?
* Inventory usage/wastage for June
* Wasted 3 RBCs, 2 FFP, 1 PLT
* These were OMS30. If a BPR top copy hasn’t come back, bug them!!!
* If you go to OR and see product lying around, ask about it.
* Prenatal Testing
  + 35 samples in 15 days
  + Keep the log going until the end of the month
  + Problems with EPIC not matching tube label, not matching request. Prenatals are stat so investigation can be delayed until the next day, if necessary.
  + Small labels put on by SPS are causing problems. Continue to let Nina know so she can work with UW SPS.
* Checking samples against paperwork
  + It is the responsibility of every staff member to check the sample label against the paperwork at every phase of processing, testing, and resulting.
  + Never assume that someone else has checked the sample label against the request, against SQ.
* New TANGO being validated
  + Old TANGO will be going away.
  + Max and Beth are assigned to the validation.
  + Validation requires antibodies but since we want to get the Infinity study completed, let them have it first.
  + Putting the new TANGO in the Bench C area means that we are “redecorating”. Submit a design to Nina by July 31st.