**Minutes- September 18th, 2014 Staff meeting**

**0700, 1430**

* Service Culture Guideline- **Respect Privacy and Confidentiality**
* TJC inspection coming- laboratories may or may not be involved with the inspection. This is a hospital wide inspection.
* Flu Shots- Sept 22nd- mass immunization. Schedule and locations posted on the board in the CLT area. Check HMC Intranet on the employee health page for more information. Deadline for flu vaccine is Oct 31st. If receiving flu immunization through primary care, provide documentation to employee health. Employees that do not wish to receive vaccine need to notify employee health.
* Job Postings
* Brennan 100% FTE
* 3rd shift lead position to fill once approval is received
* Employees that wish to increase or reduce FTE must notify the manager. Decisions will be based on scheduling needs for the department
* Refrigerator in ED
* Currently being validated. Uncrossmatched RBCs (O neg and O pos) and universal plasma will be kept in the refrigerator. This should cut down on the trauma response. We will still respond when the need for blood is greater than what is available in the ED.
* Sunquest Upgrade v7.2
* Oct-November
* Go Live Feb 2015
* Max and Nina will be involved with the validation. No major changes to the blood bank module are expected.
* Audit of late in/out, sick calls
* Reminder for all staff, reporting to work area on time, appropriate use of sick calls.
* TSL Manager will be monitoring occurrences and act appropriately if needed
* Quality Focus- Chen 5.2- 5.30.5 Process Control – will be posted to MTS
* QA- Gie /Nina
* Multiple units of plasma broke in thawer last month. Inspect frozen plasma carefully when receiving. Remove unit from box, inspect for broken/cracks prior to accepting into inventory.
* Trauma logs are not completely filled, indicate if units were transfused or returned. When responding to traumas, ask if MTP (yes or no). Trauma team is on a study where the activation of MTP constitutes the use of other products and the only way for them to know if MTP is activated is through the trauma logs.
* Continue to QIM UW TSCR orders that we cancel and credit
* Inventory usage/wastage- August
* RBC-0
* Plasma- 5 (4 broken) & 5 outdated
* Platelets- 5 (outdated)
* Cryo- 1
* Lilith\_tss – clean up folders that are not required. Kelly has volunteered to help archive documents and folders that are not needed. If you have an individual folder make sure to use it appropriately.
* Microwave is getting rusty- we will see if we need to replace the microwave