**Agenda- November 20th, 2014 Staff meeting**

**0700 4WH73, 1430 NJB595**

* **What is happening around HMC**
  + Finance: HMC was in the black for the last quarter. The Lab Medicine budget is looking good also. Overtime is under control and monetary wastage is minimal
  + Work Day Project: did you see the email about changes to the HR software coming in 2016? Work Day will be implemented UW wide – schools and hospitals. Current “exception reporting” for pay will go away and be replaced by “real time” pay. Hopefully this will help us track shift differential and holiday pay more easily. KRONOS stays the same. Conversations are ongoing with the various unions about work schedules and other details. More to follow as Nina gets further developments.
  + Children’s Hospital Party: they are still looking for volunteers to help with setup (Friday) and the party plus post-party cleanup. Poster in the break room has details or go to the HMC website.
  + Auction Basket – we will be filling our basket(s) with Bartender Basics. Donations must be non-alcoholic. A list of items will be posted on the whiteboard.
  + Badge Reader coming to the Micro door in Gen Lab. Our badges should work fine for access.
* **Safety**
  + Disaster Drill coming in December. This will focus on recovery from a power outage in west hospital. Essential equipment is plugged into red outlets but what if the generator isn’t working? Power restoration may take 24-48 hours in order to avoid overloading the system. The Command Center for the disaster drill will be communicating with TSL.
* **AABB inspection** – TSL Passed!!! AABB inspectors were impressed with the level of dedication in our department. They praised the strong processing that are in place for patient safety. There was one deficiency for validation processes. Nina will be working with Clinical Engineering, Scientific Instruments, and our policies to correct the deficiency. The good side of the deficiency is now CE and SI know what we need from them and how important the documentation is to the validation process.
* **Kudos to HMC!** The “Blood School” developed by Patrick Ramos and Dr. Hess has been designated “Best Practice” by AABB. They will be posting the activity to their website and promoting it as a standard of practice for hospitals. Thanks to all the TSL staff who save products and help make up skill stations for this popular and now nationally recognized education program.
* **FTE**
  + Nina has posted the 0.5 internally and will know next week who is accepted.
  + New 3rd shift lead, Marilyn Panglijin, starts 12/1. She is coming from St. Joe’s in Tacoma. She has 20+ years mostly in transfusion medicine. She will be training on days with Jimmy and Sau-Seong.
  + Nina is hoping to post another 1.0 soon. The actual description still needs approval.
* **Holiday Staffing Levels** 
  + Asked staff if 3 or 4 people were needed to work holidays.
  + Third shift said it depends on the holiday with New Years and July 4th being especially busy.
  + Staff mentioned that maybe the Sunday before a Monday holiday could be 3 as there is no surgery scheduled for the Monday holiday.
  + Final decision – staffing will be kept at 4 per shift for holidays
* **Projects**
* **ED Blood Refrigerator project update**- go live date late December 2014/January 2015. Meetings with ED continue to identify best workflow. Patrick Ramos is working on the training materials.
* **ALNW project update**: Protocol not yet activated. Project implementation date not available yet. Questions to be answered include blood transfused by ALNW to patients who don’t come to HMC.
* **SQ 7.2 Upgrade**
  + Coming in February 2015
  + No change for TSL but we are taking this opportunity to ask for other changes. If you suggestions for improvements, order comment codes, etc continue to send them to Nina via QIMs.
  + One change will be activation of the software to allow numerous “locations” within HMC. Currently we have only 1 – TSL. We will be adding Cooler 1 and Cooler 2 for the ALNW products and ED Fridge for the products held in the ED.
* **Equipment**
  + Sterile Docker: SI is finished so validation can begin.
  + Microwave Thawers: Tuesday next week the installer will be coming to uncrate them, set up, and train staff. Please have your questions ready to ask him. Nina talked with users at AABB and they liked the microwave thawers. Faster thaw times are on their way!
  + Fluid Warmers: though used in clinical care settings and maintained by other departments, the TS Medical Director is responsible for fluid warmers at HMC because they are used for blood components. Nina is working to get appropriate paperwork from the other departments.
  + Prepooled Platelets: beginning 11/24, PSBC will be offering a new platelet product – 5 whole blood platelets suspended in Acrodose. Expiration is 5 days. TSL will not be using the product as a routine platelet stock product. PSBC will provide them only as requested and approved by the Medical Director. More information on Acrodose and prepooled platelets will be coming in MTS and at the January 2015 Technical Meeting.
* **QA**
  + **Overrides:** be careful what you say YES to because we issued a unit that required serologic crossmatch but didn’t get it.
  + When selecting **samples for student use**, always use samples greater than 3 days old. There was a patient delay issue because an in-date sample was used for teaching. The patient had to be redrawn.
  + Lot of (BPI) blood product issues seen where documentation is not complete or the wrong unit was issued
* **Inventory usage/wastage- October**
* **RBC-4** clinical care staff issues; 1 RBC was found in the patient room during clean up. If you are at an MTP, watch how fast they are taking units. If it seems too many for them to have transfused, question the clinical care staff about unit status.
* **Plasma- 0**
* **Platelets-** 3 outdated, 1 wasted
* **Cryo- 0**

**Happy Thanksgiving to You and Yours!**