**Agenda- January 15,2015 Staff meeting**

**3WH108 7am, 1430**

**Thank You Everyone**

* **Professionalism-**
* Treat others with courtesy, honesty and respect even in challenging situations.
* Be sensitive and empathetic to the needs of others.
* Continue to learn and seek new knowledge to enhance my skills.
* Recognize that I play a role in the public’s perception of the UW Medicine Health System and that I am an ambassador for the UW Medicine Health System.
* **HMC News**- Harborview Medical Center performed well financially in the last quarter, much better than last year. Employee satisfaction survey is scheduled for Mar 9-22nd. Emergency dept goes on electronic documentation soon, this means we may see records updated in ORCA sooner. Most of the traumas will most likely still have paper trail that eventually gets scanned by Medical records.

* **HR/P modernization project**- new platform will be called workday. Biweekly payroll. Work week changes to Sun to Sat. ESS and OWLS will go away. Kronos will still be used for timecards and vacations. Go live Dec 20th, 2015 <http://f2.washington.edu/teams/hrp/?utm_source=newsletter2&utm_medium=email&utm_content=sidebarlink&utm_campaign=home_url>
* **Job Postings:** Hired 0.5FTE evening MLS 1- Hiyab Gebru. She will be joining our team Jan 27th and train on 2nd shift. 1.0 MLS 1 evening position- in progress for new hire from out of state. MLS2 position full time will be posted soon. Any interested in MLS 2 contact Nina for job description
* **ED Fridge:**

Projected Go live of Feb 2015. We will continue to prepare for the new process. ED nurses will be trained on the use of blood from refrigerator.

* **LTP:** process went live Dec 30th, 2014. No major issues identified other than the way the LTP label is used on the FFP by PSBC**.**
* **Airlift NW-blood cooler project**

No go live date yet. Most likely March 2015.

* **Microwave thawer-** validation plan approved, testing to start next week. Expected date to start use Feb 18th, 2015.
* **SQ Upgrade 7.2-** validation in process, Go live date is March 1st 2015. Most likely there will be a computer down for the upgrade. Staff should review the downtime SOPs and become familiar. Anticipate the downtime to start on night shift. No new processes to learn. Only change for the MLS staff is being able to result Not done for neonate testing and being able to issue units electronic. SOP changes and update to follow.
* **QA**

Multiple QIMS for QC review and Antigen testing documentation that has missing tech ids, dates or phase of testing etc. Reminder that when antisera is QC’d a second tech should review the testing prior to use and release of results. Do not leave paperwork on the bench assuming the 2nd tech will review it at some point.

* **Attendance Policy/kronos**

In 2015, Nina will be meeting with staff to discuss their absences and review the attendance policy.

Nina reminded everyone that:

* Late in- will be tracked in kronos as Leave without Pay (LWOP). This means you cannot use vacation or comp time to make up for being late. Staff may not stay late to make up for lost time unless they have been approved by lead or manager.
* If you have an illness that extends beyond 3 days, complete FMLA paperwork.
* No one can ask you why you aren’t at work. Sick is sick – no further explanation needed.
* Everyone needs to take care of yourself first.
* Everyone needs to remember patient safety if coming to work with a viral infection especially flu.
* Employee start times- staff must be at their bench ready to work at their start times. Example- If you are scheduled to start at 0700, you need to be in the lab at 0700 ready for work. It is okay for staff to leave few mins prior to shift end to go and change and clock out at 1530. Clock in at 0701 is considered late although you still get paid for the full hour. Anyone having trouble getting to work on time should talk to Nina to see if adjustments can be made.
* Kronos- all employees should be using kronos to send approved vacation requests. Kronos is the audit system that is used by the hospital for tracking attendance and time offs. Some employees have started using this; connect with your lead if you need help with this. Erin will be posting guidelines in MTS. We will still use paper until we have an efficient process in Kronos
* **Inventory usage/wastage- December**
* RBC-2 (out for >30)
* Plasma- 2 (broken, out for >30)
* Platelets- 0
* Cryo- 3 (part of MTP)