**LAB Dept MEETING – Huddles**

**Date of Meeting**: February 14, 2017

**Attendees**: Myrna Ocab, Jocelyn Ybarra, Priscila Dar, Erick Galvey, Mark Gomez, Teresita Strickland, Mhae Villafuerte, Quang Trinh, Janet Gerges, Melanie Magee, Marie Gonzalez, Denise Topliff, Marissa Calilung, Patricia Jasper, Nancy Boyd

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| **Topic** | **Details** | **Action Item, responsible person, date due, or informational only** |
| KUDOS  SAFETY TIP | * Denise thanked everyone for their help during the power outage evening of 2/10/17. * Thank you to Tessa for staying to help when short of staff * Reminder to put only needles in the small sharps container | Informational |
| General Reminders for staff | * Complete Office 365 questionnaire by March 8. Lotus notes is migrating and we need to complete that questionnaire for smooth transition * Pediatric Care Center at Fontana Medical Center. Starting Feb 28, RMC and MVMC will no longer admit pediatric patients. * Completing MedTraining and mandatory trainings are everybodys responsibility. Staff gets notified and are accountable for completing them on time. * Emergency shower repair scheduled tomorrow Feb 15. Water will be shut down from 900-930 am. | ALL STAFF |
| CLS | * Use Cyto centrifuge for BF gram stain * Read and acknowledge iSED ESR policy in MedTraining. Dueby Feb 28 * PTC export and Self-Assessment of Blood Administration for Transfusion Services are scheduled to be performed twice a month. Please check the calendar for your assignment. Make sure to print HC patient information. | CLS |
| Power Outage | * Power outage – there was a power outage last Friday,2/10/17. Just a reminder that we need to keep our analyzers within acceptable temperature for them to function properly especially DXCs and Access 2. We need to use portable fans or ACs to achieve this. These analyzers are temperature sensitive. We need to recalibrate and run QC’s before using them when affected by temperature. Temperature needs to be documented. | CLS |
| MedTraining reminder | * Read and acknowledge CRL powerpoint presentation in MedTraining and submit quiz to Tricia by Feb. 28. Use of incubator tote starting March 1, 2017 | Phlebotomist |
| UBT | * People Pulse survey submit to Nancy by Friday 2/17/17 | ALL STAFF |
| Disaster Drill | * Disaster drill on Thursday, 2/16/17 | ALL STAFF |

This concludes the Minutes of the \_\_\_\_2-14-17\_\_\_ Lab Staff Meeting.

Prepared by: \_\_\_\_Nancy Boyd\_\_\_\_\_\_ Date: \_\_\_\_\_2-26-17\_\_\_\_\_\_\_

