

LAB Dept MEETING – Huddles

Date of Meeting: September 14, 2017

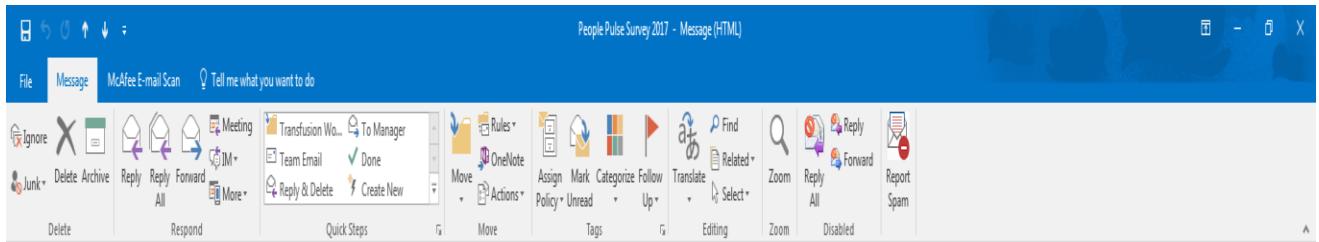
Attendees: Alan Dandridge, Jocelyn Ybarra, Raquel Lecaro, Lourdes Maniago, Mhae Villafuerte, Michelle Trammell, Greg Johnson, Bill Craig, Mark Gomez, Elliott Faure, Marie Gonzalez, Melanie Magee, Nancy Boyd, Marissa Calilung, Marie Rutledge, Patricia Jasper, Denise Topliff

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> • KUDOS to the following lab employees Perfect Attendance for 2016 <ul style="list-style-type: none"> ✓ Myrna Ocab ✓ Alan Dandridge Outstanding Attendance for 2016 <ul style="list-style-type: none"> ✓ Elliot Faure ✓ Juliet Garlejo ✓ Leticia Fajardo ✓ Carmencita Villafuerte ✓ Mark Gomez ✓ Michelle Trammell ✓ Priscila Dar ✓ Raquel Lecaro ✓ Teresita Strickland • Safety – Blood Bank area- Always push back the drawer all the way in where BB printer is located. This is a potential trip hazard. Also will be adding corner protectors on the corners of the Ortho vision many have complained about bumping their legs. 	Informational
	<ul style="list-style-type: none"> • People Pulse Survey September 11 to 29. <ul style="list-style-type: none"> ✓ Free and confidential ✓ Feedback about organization and department and not personal feelings ✓ All lab staff are UBT member with 4 UBT representatives. ✓ Comments are not being reported to managers. ✓ Free lunch for 100% response. • Use of Kaiser Phone for business purposes <ul style="list-style-type: none"> ✓ Managers received request to monitor KP phones for excessive use for personal calls ✓ Outside calls costs us money. We encourage everybody to use tie-line 	ALL STAFF

	<ul style="list-style-type: none"> • We are adding one more Pay Period (two weeks) as final schedule. We will finalize a 4 week schedule instead of 2. • Kaiser is expanding Target retail clinic program. Kaiser will be available in Target Hemet for Riverside service areas. We are still in the process of discussing the workflow. • Computer downtime- when calling help desk be sure to fill up a Computer System Problem Log Sheet. These are in the Phlebotomy Master Forms binder. 	
	<ul style="list-style-type: none"> • Reminder: Always run iChem Velocity and iQ200 controls following the order on QC racks. CA, CB , CC for Velocity and on the iQ200, Positive QC first before Negative QC. This is one way to detect potential carryover problems. • Pending logs- need to print at least 2X per shift,; after AM run and before the end of the shift. Always print "All Pending." After printing you need to take action and investigate further. Example: CBC and BNP ordered on a patient; CBC is done but BNP is under collected (not logged in) BNP needs to be done before stability passed. 	CLS
	<ul style="list-style-type: none"> • Continue to use ORV when processing ED patient orders. We're still missing some orders that eventually delays patient care. Some tests cannot be performed anymore when discovered due to stability issues. • Be sure to log in all Iris MOB 2 specimens. • When calling for specimen pick up through Fedex or A-line, etc., be sure to note the patient name, confirmation #, date and time of your call and your initials. This will be documented on phlebotomy shift report. 	Phlebotomist
UBT		

This concludes the Minutes of the _____ Lab Staff Meeting.

Prepared by: _____ Date: _____



Tue 8/29/2017 3:29 PM
 R Communications <R.Communications@kp.org>
 People Pulse Survey 2017

To



Kaiser Permanente's annual People Pulse employee survey opens **September 11 and runs through September 29**. This confidential online survey is open to all employees who began work at Kaiser Permanente **on or before August 1, 2017**, and takes only 15 minutes to complete. Physicians and contractors do not participate in the survey.

Your feedback is important. Each year, KP uses the People Pulse survey to identify key areas of focus, enable employee performance, and inform organizational priorities. We all have a role in ensuring KP remains a great place for employees to work and members to receive high-quality, affordable health care services. Last year, 86% of employees across KP completed the survey—152,539 people. Continue to make your voice be heard!

What to Expect

On September 11, an email message with a link to the confidential online survey will be sent. If you do not have email access, your area's leadership will make a computer available to you. The survey link will be available on My HR and posted in several communications including posters, flyers, newsletters, and intranet sites.

To take the survey, you will need your Web Single Sign-On log-in. This is the same sign-on that is used to log into My HR and KP Learn. If you don't have a Web Single Sign-On account, please visit IT Self-Service at <https://idm.kp.org/kpidm/kp/activateAccount.do>

All survey responses are **completely confidential**. Only grouped responses are used to identify areas in which we excel and those we need to improve. Contact your supervisor if you have questions.

Thank you for your input and for helping to make Kaiser Permanente a great place for both employees and members.

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