

## LAB Dept MEETING – Huddles

**Date of Meeting:** September 26, 2017

**Attendees:** Myrna Ocab, Jocelyn Ybarra, Priscila Dar, Neil Lim, Quang Trinh, Erick Galvey, Tessa Strickland, Letty Fajardo, Mark Gomez, Elliott Faure, Marietes Gonzalez, Melanie Magee, Janet, Gerges, Nancy Boyd, Marissa Calilung, Marie Rutledge, Patricia Jasper

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> <li>• KUDOS to all CLS for achieving 100% acknowledgement in MedTraining huddle notes within 2 weeks.</li> <li>• Kudos to the phlebotomists and CLSs who are willing to work extra shifts and hours to cover schedule gaps.</li> <li>• Kudos to all CLSs for continuing to document QC corrective actions...it's getting there...almost perfect.</li> <li>• Safety tip: when getting sani-cloth PDI wipes, be careful not to splash your eyes. Put container down if it's on top before retrieving wipes.</li> </ul>	Informational
	<ul style="list-style-type: none"> <li>• New hires               <ul style="list-style-type: none"> <li>✓ Vanessa Cardenas- Phlebotomist</li> <li>✓ Mayra Machado- Aerotek</li> </ul> </li> <li>• Job Openings               <ul style="list-style-type: none"> <li>✓ Part time D shift Phlebotomist- maybe be 8 or 4 hours a day</li> <li>✓ Two Part time limited CLS</li> </ul> </li> <li>• Flu A, B, and RSV Testing Live October 18, 2017</li> <li>• iSED ESR Live October 12, 2017</li> <li>• Two tables for breakroom approved and ordered. Costs almost \$4000.</li> <li>• Ice packs from shipping need to be disposed of using RCRA black bins. We have these now and will be labeled "Ice Packs / Heel Warmers only!" Call EVS when full.</li> <li>• Freezer/Refrigerator combo coming. It will replace the small freezer in the accessioning area.</li> </ul>	ALL STAFF

	<ul style="list-style-type: none"> <li>• Thanks to all who submitted their Chemistry, UA and Immunology annual competencies. New deadline is Monday, October 16,2017.</li> <li>• Use the iChem Velocity strips reagent log when loading new strips. This is to track the strips onboard stability/opened expiration.</li> <li>• Don't forget to fill up and sign the shift report</li> <li>• Friendly reminder: If you move reagents, supplies, etc. please let everybody know through the communication log (shift report)</li> </ul>	CLS
	<ul style="list-style-type: none"> <li>• Reminder for Pathology specimens <ul style="list-style-type: none"> <li>✓ Formalin and formalin sticker is required.</li> <li>✓ Both are located inside the Fume Hood.</li> </ul> </li> </ul>	Phlebotomist
UBT	<ul style="list-style-type: none"> <li>• Voice of the customer survey</li> <li>• Activity director and team</li> <li>• People pulse goal 80%</li> </ul>	

This concludes the Minutes of the \_\_\_\_\_ Lab Staff Meeting.

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_