

LAB Dept MEETING – Huddles

Date of Meeting: November 21, 2017

Attendees: Tessa Strickland, Juanita Fernandez, Adriana Caro, Mark Gomez, Myrna Ocab, Priscila Dar, Jocelyn Ybarra, Elliott Faure, Janet Gerges, Tammy Rantung, Quang Trinh, Letty Fajardo, Marietes Gonzalez, Marissa Calilung, Marie Rutledge, Nancy Boyd

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> • Thanks to everyone who's been picking up extra hours and shifts to cover schedule. • Happy Thanksgiving everyone! • Safety: Use RCRA black bins for ice packs and heel warmers. Empty ones are in pathology room. When you start a new one apply Hazardous Waste Label (Master copies) and fill it up – Ice packs and the start date. Close when full and fill up the fill date. EVS needs to pick this up then. • Be mindful of disposing trash. No PHI in regular trash! 	Informational
	<ul style="list-style-type: none"> • Welcome Adriana Caro, new phlebotomist from Aerotek • 2018 Vacation bidding starts on Monday, November 27, 2017. • Chemical Hygiene Training – mandatory for all staff due on Monday, December 11, 2017. This consists of 2 parts: quiz and KP Learn course. This was emailed on 11/13/17. Check e-mail for more info and details. 	ALL STAFF
	<ul style="list-style-type: none"> • Reminder: Perform New Lot Reagent Parallel test before using a new lot of reagent. Check reagent log and log in new lot of reagent and perform this test before using reagent. There were a few new lot reagents loaded recently and being used without this being done. Please adhere to this CAP requirement. 	CLS

	<ul style="list-style-type: none"> • Regional Reference Lab sent us a couple of reminder e-mails recently that incubator totes are not on. Make sure that incubator tote is on and fully charged before sending. Do not forget to log in. Reminder; follow the workflow discussed last 5/25/17 lab huddle. It is also attached. • Refresher on Processing Cytology specimens attached again. Large volume Body Fluid containers are sent to RMC Mon to Fri. Refer to attached work flow for more details. • Reminder: Always send blood cultures to the very first available courier. • Processing Quest manual results (paper copies-triplicate) <ul style="list-style-type: none"> ➢ Put original copy in red folder (one with PHI label on it) and put folder in courier outgoing box ➢ File the other 2 copies (alphabetical) in the filing cabinet (middle- second drawer). Write "sent for scanning," date and initial. ➢ Courier (Concepcion or local courier) take the contents of red folder to be sent for scanning ➢ Put red folder away as soon as courier empties it (put on top of filing cabinet across Nancy) 	Phlebotomist
UBT	<ul style="list-style-type: none"> • Voice of the Customer: Continue to provide excellent customer care to our customers: patients, nurses, physicians, etc. Communicate good service by not saying "I am by myself" or "I don't know I just got here." Better to say "Please give me info and I will get back to you" or "We will be there ASAP." 	

This concludes the Minutes of the __ 11/21/17 __ Lab Staff Meeting.

Prepared by: __ Nancy Boyd __ Date: __ 11/21/17 __

MEMO

To: Laboratory Clients

From: Megan Crumpler, PhD, HCLD (ABB), Laboratory Director

Re: Specimen Submission November 23-24, 2017

Date: November 16, 2017

In observance of the Thanksgiving Day Holiday, the RUHS- Public Health Laboratory will be closed on **Thursday and Friday November 23-24, 2017**. We will resume business on **Monday, November 27, 2017**.

Due to specimen processing requirements, please do not collect and submit specimens for the Quantiferon-TB Gold In-Tube tests, culture enteric, or specimens for blood lead testing on **Wednesday, November 22, 2017**.

For after-hours lab-related issues that require immediate assistance please call (951) 782 2974 and request the Public Health 2nd Call Duty Officer.

If you have any questions, please call the lab at (951) 358- 5070.

We apologize for any inconvenience this may cause.

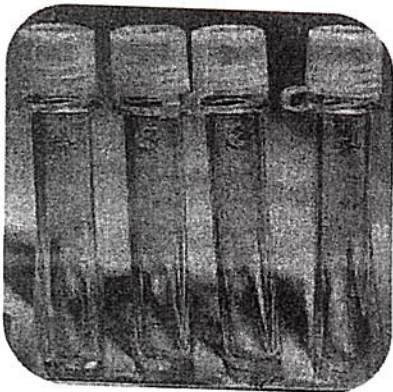
Thank you.

Processing Instructions for Cytology Specimens



Received in large container bottles

1. No need to fix the specimen. Send the whole container.
2. Storage: Refrigerated
3. Send to RMC Monday thru Friday (Do not send on Holidays or weekends)
4. If specimen is received on Friday after the 1230 pm courier, then refrigerate the specimen and send early Monday.



Received in small containers

1. Fix specimen using 1:1 50% Reagent Alcohol.
2. Use the sterile container for fixing, attach the hazard label with the expiration date of the alcohol used.
3. Label with patient information
4. Send to RMC Sunday night thru Friday.

Incubator Tote Workflow

Step 1

- Received incubator tote from Courier

Step 2

- Plug green charger (located at accessioning and pathology area)

Step 3

- (To perform if next shift needs to use incubator tote) C and/or D shift to unplug green charger then perform battery test, needs min 2 green lights.
- Transfer fully charged tote to the fax machine area and plug black power cord then **TURN** it on.

Step 4

- 30 mins before courier pick up...unplug black charger then **TURN** it on (for the second time) and perform daily maintenance (temperature check)

Step 5

- Courier will pick up incubator tote

HAZARDOUS WASTE SATELLITE ACCUMULATION CONTAINER	
Chemical Composition & Associated Hazard	%
Waste RCRA Pharmaceutical	100
<input type="checkbox"/> Corrosive <input checked="" type="checkbox"/> Ignitable <input type="checkbox"/> Other: <input type="checkbox"/> Reactive <input checked="" type="checkbox"/> Toxic	
Generator Information Facility Address and EPA ID#:	
Moreno Valley Medical Center 27300 Iris Ave. Moreno Valley, CA. 92555 EPA ID # 000333985	
Waste Codes: D001, D004, D005, D007, D011, D013,	Container Start Date: <input type="text"/> mm/dd/year
Physical Composition: <input checked="" type="checkbox"/> Solid <input checked="" type="checkbox"/> Liquid <input type="checkbox"/> Sludge <input type="checkbox"/> Gas	Container Full Date: <input type="text"/> mm/dd/year

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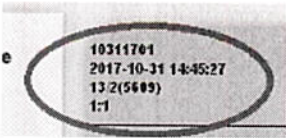
November 10, 2017

URGENT MEDICAL DEVICE RECALL

REF	Part Numbers
iQ200 Series Urine Microscopy Analyzer with Barcode Reader Model NFT-2100	800-3046, 800-3047, 800-3052, 800-3053, 800-3802, 800-3803, 800-3900, 800-3920, 800-3925, 800-3931, 800-3933, 800-3934, 800-3935, 800-3937, 800-3950, 800-3951, 800-3042, 800-3043, 800-3044, 800-3049, 800-3050, 800-7190, 800-7713, 800-7714, 800-7715, 800-7101, 800-7102, 800-3938, 800-7157

Attention Beckman Coulter Customer,

Beckman Coulter is initiating a field action for the product listed above. This letter contains important information that needs your immediate attention.

ISSUE:	<p>Iris International has determined that the iQ200 Series Urine Microscopy Analyzer with Barcode Reader (Model NFT-2100), may intermittently exhibit the following:</p> <ul style="list-style-type: none"> ▪ Failure to read the urine sample dilution barcode label where it defaults to a dilution factor of 1:1 and does not apply the correct dilution factor. ▪ Failure to read body fluid dilution barcode label where the rack is rejected and no results are generated.
IMPACT:	<p>When the iQ Series Analyzer fails to read the urine sample dilution barcode label, erroneous results with incorrect concentrations and inaccurate particle counts for any formed particles will be generated.</p> <ul style="list-style-type: none"> ▪ Incorrect patient results will be observed as an unexpected discrepancy between instrument results and the patient's clinical picture. ▪ The greatest impact could be a delay in recognition of Hematuria.
ACTION:	<ol style="list-style-type: none"> 1. Anytime a dilution has been made, the laboratory must verify that the dilution factor is correct before release of final results. 2. If Auto-Release is used, the printing option should always be enabled for result release (follow the instructions in the Operator's Manual P/N 300-4321 (International) or P/N 300-4320 (North America)). <ol style="list-style-type: none"> a. Document samples that are being diluted. b. Look at the printout for those samples and verify the dilution code before release of the results from the LIS. c. If dilution code is incorrect, reject the result and re-run the sample according to your laboratory protocol. 3. If Auto-Release is not used: <ol style="list-style-type: none"> a. Verify that the dilution factor is correct on the specimen screen as shown below: <div data-bbox="771 1638 1055 1774" style="text-align: center;">  </div> b. If the displayed dilution factor is incorrect, delete results and create a manual order for the specimen with the correct dilution factor

	(following the instructions in the iQ200 Operator's manual, P/N 300-4321 (International) or P/N 300-4320 (North America), Chapter 7 (Manual Orders) and rerun. 4. In the case of manual entries, dilution barcode entries are not dependent on the barcode reader. Dilution factors can be verified during the manual entry process, prior to running the sample, and do not need to be verified as described in scenarios 2 and 3 above. (iQ200 Operator's manual, P/N 300-4321 (International) or P/N 300-4320 (North America), Chapter 7 (Manual Orders).
RESOLUTION:	Beckman Coulter is working on a resolution to correct and prevent recurrence of this issue.

Please share this information with your laboratory staff and retain this notification as part of your laboratory Quality System documentation. If you have forwarded any of the affected product(s) listed above to another laboratory, please provide them a copy of this letter.

So that we are assured you have received this important communication, please respond within 10 days in one of the following ways:


- Electronically, if you received this communication via email.
- Manually, complete and return the enclosed Response Form.

If you have any questions regarding this notice, please contact our Customer Support Center:

- Via our website, <http://www.beckmancoulter.com/customersupport/support>
- Via phone, call 800-854-3633 the United States and Canada.
- Outside the United States and Canada, contact your local Beckman Coulter Representative.

We apologize for the inconvenience that this has caused your laboratory.

Sincerely,



Marwan Fathallah
Vice President, Quality Assurance and Regulatory Affairs

Enclosure: Response Form

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**Kaiser Permanente
Riverside Service
Area**

**Riverside &
Moreno Valley
Gift Shop**

**Buy See's candy at
discounted prices!**

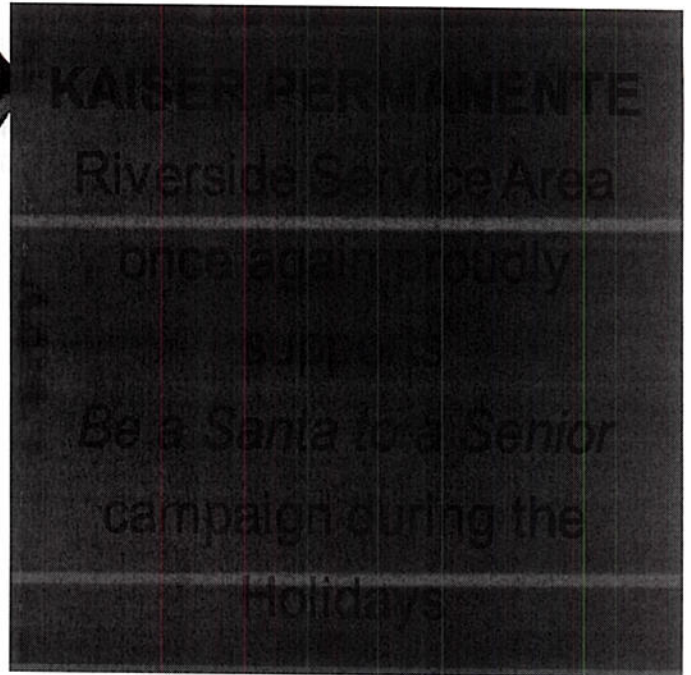
While supplies last

Hospital Gift Shop hours:

Riverside: M-F, 9:00 a.m. – 4:00 p.m.

Moreno Valley: M-F, 9:30 a.m. -1:30 p.m.





Be a Santa to a Senior is a campaign to collect holiday gifts for over 1,000 seniors living in Riverside, Moreno Valley, Corona and Norco.

Gifts include: pajamas, robes, lap blankets & slippers.

The campaign runs from Monday, November 20 – Monday, December 11

Trees & collection boxes will be located at the following KP locations:

- Corona MOB
- Heacock MOB
- Iris MOB II
- Magnolia Admin Building
- Meridian MOB
- Moreno Valley Medical Center (inside administration)
- Riverside Medical Center (MOB 1 lobby & MOB 3 lobby)
- Van Buren MOB

Process

1. Select paper ornament from tree
2. Purchase item(s) listed
3. Put ornament and unwrapped gift(s) together and place in collection area

For more information, please contact Luz Soto at
951-353-5759