

## LAB Dept MEETING – Huddles

**Date of Meeting:** 1/16/2018

**Attendees:** Myrna Ocab, Jocelyn Ybarra, Priscila Dar, Tammy Rantung, Quang Trinh, Roderick Galvey, Letty Fajardo, Mark Gomez, Elliot Faure, Marietes Gonzalez, Melanee Magee, Janet Gerges, Juanita Fernandez, Nancy Boyd, Marissa Calilung, Marie Rutledge

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> <li>• Welcome Sylvia Barragan new Aerotek Phlebotomist</li> <li>• Welcome Paula Garcia new PT-L Phlebotomist</li> <li>• Thank you Mark for helping save a patient's life! He had noticed that patient did not look right, so he notified the nurse. This prompted the nurse to call a code</li> <li>• Safety: Be sure to lock your car doors before leaving. Park in well lit areas as much as possible.</li> </ul>	Informational
	<ul style="list-style-type: none"> <li>• Thank you all for all the support due to shortage and staff on leave.</li> <li>• Putting away supplies is not only 1 person's responsibility. Please help each other.</li> </ul>	ALL STAFF
	<ul style="list-style-type: none"> <li>• Remember to keep Flu/RSV swabs for 72 hours and refrigerate some Doctors may request send out test.</li> <li>• All CLS remember to initial BD maintenance form if you are the first CLS to receive FLU/RSV specimen for the day now located in Hematology PM log book.</li> <li>• Check cabinet for cards prior to taking out cards from the fridge. These usually are overflow of the new lot. Some staff are doing QC on new lot without checking what lot is onboard the Vision. (Causes confusion and waste)</li> <li>• ALL CLS please call Marie if you have any issues with the Vision or the Stago. Before calling the technical support.</li> <li>• PM shift check card lot# before QC are done. If 2 cards left put new lot# in Vision and QC and put the 2 old lot cards to be used on the bench. (be considerate staff have had to QC cards 1 to 2 hours into their shift.</li> <li>• Reminder: Access 2 weekly maintenance- Washed RLU %CV that is above 8% when performing system check as part of weekly maintenance needs to be investigated and repeated.</li> <li>• Reminder: Chemistry CLS- Keep the Access 2 Instrument Activity Monitor on to monitor Troponin numerical values.</li> </ul>	CLS

	<ul style="list-style-type: none"> <li>• iChem Velocity and iQ200 daily QC- no more daily QC print outs effective January,2018. Review QC results on analyzer.</li> <li>• Beckman Coulter application specialist will be onsite today, 1/16/18 from 1430-1830 to answer all CLSs questions pertaining to Urinalysis – iChem Velocity and iQ200.</li> </ul>	
	<ul style="list-style-type: none"> <li>• H (Op) phlebotomist needs to perform all PM and initial all forms. Even if you are called in to cover a call off</li> <li>• All Phleb be considerate of your coworkers. Communicate with incoming staff if any pending draws or issues prior to clocking out for the day.</li> <li>• Read new P&amp;Ps- in a clip board by processing area. Read and acknowledge by 1/31/18.</li> <li>• Rare supplies like special tubes (royal blue EDTA, etc) need to all be in the bottom drawer of the steel cabinet in processing area. This is helpful for checking inventory.</li> <li>• Reminder from Lab Instrumentation regarding portable incubators (attached)</li> <li>• Do not use micro loops if they're not in the plastic bags. Keep them in plastic bag.</li> <li>• Question about H2 phlebotomist doing ICU AM draws on weekends and holidays. Now that PCCU (SDU) is open, does H2 do this floor too?</li> </ul>	Phlebotomist
UBT		

This concludes the Minutes of the   1-16-18   Lab Staff Meeting.

Prepared by:   Theda Bryant   Date:   1-17-18

Please make sure that you are charging the batteries for 24 hours before sending it out to a facility. Temp should read 35°C, (+ or -) 0.2°C. Charging the batteries completely will insure that the temperature is accurate if the batteries are not completely charged the temperature will drop and it will not give you an accurate temperature on the display. Make sure you are checking your chargers to make sure they are working properly to make sure the incubators are being charge overnight. Please do not manually change the temp on the display, if the display is not giving the correct temperature please send the incubator for repair to Lab Instrumentation.