LAB Dept MEETING – Huddles

Date of Meeting: 4/26/18

Attendees: Alan Dandridge, Juliet Garlejo, Priscila Dar, Lourdes Maniago, Maria (Mhae) Villafuerte, Greg Johnson, Michelle Trammell, Mark Gomez, Elliot Faure, Marissa Calilung, Marie Rutledge, Theda Bryant

Торіс	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	 Safety Message: Please use proper body mechanics and team work anytime you have to move a patient or a heavy object. Take the time to review the helpful attachments e-mailed to you. Always make sure to put trash in trash cans. Pick up your trash if it did not make it to the trash can and put in appropriate trash cans. No PHI in regular trash cans. All written post it notes, etc. need to be discarded in PHI bins. Please remember that even dry blood on a wood stick should be placed In the Biohazard sharps container. Also, dry blood on non-sharps should go into the Biohazard container. Happy Lab Week! Thank you for all your hard work- it's greatly appreciated! 	Informational
	 CAP inspection open window starts Monday, 4/30/18. Continue to check expired reagents and supplies in your areas. Dispose expired items appropriately, ask how to dispose if not sure. Service champion criteria. Someone asked about the selection process for service champion. Anybody can nominate, then it goes to a selection committee who selects the service champion awardees. Personal cell phone usage is not allowed when you are working and you are in your work area. Other departments see this and it's a bad reflection of our department This was communicated in multiple huddles already. Keep reading and acknowledging the lab policies and procedures. There will be some binders for phlebotomists to read and acknowledge as well. RMS downtime procedure attached. (Discussed 	ALL STAFF

	process). This process was followed on the most recent extended RMS downtime. The feedback was it went well.	
	 Gram stain needs to be performed on Q score orders if parameters are met. The policy was e-mailed to CLS on 4/13/18. Complete all PM logs. There are still missing initials on 2017 PM binders. Take the time to check these binders and fill them up as soon as possible. A lot of discrepancies found in the Body Fluid worksheets. Use the formula in Hematology P&P for cell count calculation. Read and understand this policy, acceptable specimens,etc. 	CLS
	 Log all urines received in blue capped vacutainer urine containers. We will monitor this until further notice. MV Lab achieved 96% on sending Blood Cultures on 1st available courier. Great job! Keep sending those blood cultures on 1st available courier run. Congratulations to MV Lab Phlebotomy team! Zero misdirected specimens thru March 2018. Effective Monday, May 7,2018, transport of CT/GC screen to the Regional Reference Lab will change. They will be placed on blue racks in place of using biohazard bags. See attached flyer. 	Phlebotomist
UBT		

This concludes the Minutes of the _	4/26/18_	 Lab Staff
Meeting.		

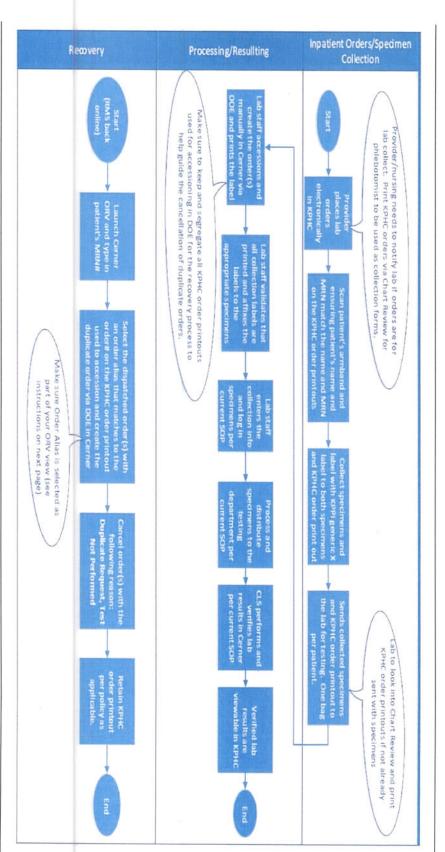
Prepared by: __Theda Bryant_____ Date: __4/30/18_____

Kaiser Permanente Medical Care Program	am SCPMG Laboratory Systems Laboratory Informatics
npatient RM	owntime – (ED, Inpatient STATs)
Purpose	This process describes the stages that comprise the RMS downtime workflow.
Scope	This process is intended for all users.
Process	Refer to the diagram on Page 2 of this document to view the RMS downtime workflow.

Continued on next page

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Kaiser Permanente Medical Care Program California Division – South SCPMG Laboratory Systems Laboratory Informatics Process

Inpatient RMS Downtime – (ED, Inpatient STATs), Continued

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Kaiser Permanente	SCPMG Laboratory Systems
Medical Care Program	Laboratory Informatics
California Division – South	Process
Inpatient RMS Downtime – (ED, Inpatient STATs), Continued	

Author(s): Marian Azuma, CLS Stephanie J. Prien MS, MT(ASCP), CLS

California Division - South	Medical Care Program	Kaiser Permanente
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Inpatient RMS Downtime – (ED, Inpatient STATs), Continued

Reviewed and approved by (for Medical Center Area Approval Only):

Arearen anu approven by (101 friedical Center Area Approval Only).	
SIGNATURE	DATE
Name: Operations Director, Area Laboratory	
Name: CLIA Laboratory Director	

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Medical Care Program California Division – South	sion - South			SCPMG Labor Labor	Laboratory Systems Laboratory Informatics Process
Inpatient	Inpatient RMS Downtime – (ED, Inpatient STATs), Continued HISTORY PAGE	tient STATs), Continued			
Type of Change: New Major, Minor	Description of Change(s)	Quality Systems Leader/Date	Operations Director, Area Laboratory Review/Date	CLIA Laboratory Director Review/Date	Date Change Implemented
	• ;				

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	Signature	Manifest		
Document Number: SC	PMG-PPP-0154			Revision: 01
Title: Inpatient RMS Dov	vntime – (ED, Inpatient STATs)			
	All dates and times are in	n Pacific Standar	d Time.	
Inpatient RMS Downtim	e – (ED, Inpat			
Collaboration				
Name/Signature	Title	Date		Meaning/Reason
Marian Azuma (K122230)	Systems Integration Manager	03 May 2017,	04:55:40 PM	Complete
Initial Approval				
	Title	Date		Meaning/Reason
Initial Approval Name/Signature Ji Yeon Kim (B727360)	Title Physician-In-Charge, Chem Svcs		12:18:10 PM	Meaning/Reason Approved
Name/Signature Ji Yeon Kim (B727360)			12:18:10 PM	
Name/Signature Ji Yeon Kim (B727360)			12:18:10 PM	
Name/Signature			12:18:10 PM	

Set Effective Date

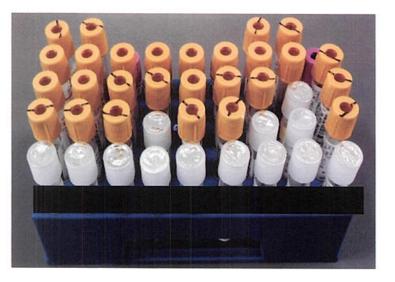
Name/Signature	Title	Date	Meaning/Reason
Laura Perry (S533438)	Admin Spec II		
Marian Azuma (K122230)	Systems Integration Manager	15 May 2017, 01:38:07 PM	Approved

Laboratory Care Delivery System Regional Reference Laboratory System

To ensure patient safety, reduce the possibility of contamination, and prevent test cancellations

EFFECTIVE, MONDAY, MAY 7, 2018 TRANSPORT OF CT/GC SCREEN (CHLAMYDIA TRACHOMATIS/NIESSERIA GONORRHOEAE) TO THE REGIONAL REFERENCE LABORATORY WILL CHANGE

CT/GC Genprobe Aptima collection tubes (urine/swab) will be placed on blue Labotix racks for transportation to the Regional Labs, in place of using biohazard bags currently in use. Please view example below



INSTRUCTIONS:

- Place CT/GC Genprobe Aptima collection tubes with blood tubes and urine Grenier tubes on the same blue Labotix rack
- Transport may either be ambient or refrigerated but not frozen



REGION REFERENCE LABORATORIES CHINO HILLS/SHERMAN WAY Ancillary Departments 1-888-4LAB NFO, or tie line 397-7077