


LAB Dept MEETING – Huddles

Teamwork makes the Dreamwork

Date of Meeting: October 11, 2018

Attendees: Jocelyn Ybarra, Alan Dandridge, Raquel Lecaro, Lourdes Maniago, Maria Villafuerte, Greg Johnson, Michelle Trammell, Mark Gomez, Elliott Faure, Melanie Magee, Juanita Fernandez, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> • Huge thanks to all for completing the People Pulse Survey. The last report is we achieved 73% response rate. We may not reach our department goal of 75% but we still have a good response rate and we exceeded last years. Thank you to all. • Thank you to all CLS for working on their competency. We are almost complete.  • Thank you Juanita for cleaning the freezer in the break room! • Safety: Get you flu shot. We need to wear a mask after October 31st if not immunized by then. Declination forms will be available after October 31st. 	Informational
Job Openings	<ul style="list-style-type: none"> • CLS part time still open • We are adding a H shift limited part time phleb. 	ALL STAFF
Code OB	<ul style="list-style-type: none"> • Go Live Oct 15, 2018 <ul style="list-style-type: none"> ✓ To draw 4 “rainbow tubes” plus pink top tube ✓ Please read and acknowledge policy by Oct 15, 2018 ✓ Note: Code OB does NOT replace hemorrhage protocol. Hemorrhage protocol must still be activated following our Policies and Procedures. 	ALL STAFF
Anatomical Pathology Project	<ul style="list-style-type: none"> • Go- Live date Oct 1, 2018 • Educational video available in KP Learn • Note: Pathology process has change, Cytology is still the same process <p>Let us support other departments and ask to get it corrected on site.</p> <ul style="list-style-type: none"> ➤ One form per bag. If there are a lot of specimens and not enough space in one form, they can use multiples forms in one bag. ➤ Need the department name outside the purple bag ➤ All specimens including slides from Pathology frozen sections must be shipped together. ➤ Write MVMC on the form under “Other”. New forms will have MVMC and it will be easier for everybody 	ALL STAFF

	<ul style="list-style-type: none"> ➤ There must be 2 forms outside the red bin; the Pactrac and Courier Log. We can have multiple bins in one courier log. All forms must be inside the plastic pouch, see picture. ➤ For Pactrac, use ship to Pathology, location Riverside. ➤ Leave a small space for zip ties. Pathology staff is having a hard time cutting it when its too tight. ➤ Use absorbent pads at the base of the red bins. ➤ If the nurses use labels instead of writing on the triple form, make sure that all three copies have labels. <ul style="list-style-type: none"> ● Reminder: Stability for urinalysis and urine culture is only 2 hours for urine specimens in ambient temperature. Request for a new specimen if urine exceeds stability. Our workflow is for CLS to put in refrigerator as soon as processed for urinalysis. One of our refrigerators is down, urine specimens will be kept in Chemistry refrigerator (in yellow bucket labeled today) now and will be discarded at 0100 daily, This is to keep this workflow going. Stability for refrigerated urine in sterile containers is up to 48 hours. Phlebs will retrieve urine in refrigerator if a urine culture is ordered and will process (transfer to gray boric acid tube or plate if needed) 	
	<ul style="list-style-type: none"> ● Reagent and supply inventory is everyone's responsibility. Write on the supply to be ordered log promptly if you're opening the last box (not last vial) or escalate to manager. This is very important for QC materials since we need to perform parallel runs on the new lots before putting to use. We try to be on top of inventory but can miss once in a while. This is a team effort. 	CLS
	<ul style="list-style-type: none"> ● Fill up the SEPSIS ALERT forms completely and legibly. This is being monitored by QA department and complete data is important. Lab has only three lines to fill: <ul style="list-style-type: none"> ➤ Date / Time Specimen Received in Lab ➤ Date / Time Logged / Accessioned ➤ Phlebotomist Name / Signature If you used the time stamp, be sure that it's on the correct line. Print your name. 	PHLEB
<p>Inpatient Non AM TAT Regional Goal</p>	<ul style="list-style-type: none"> ● STAT and Timing Critical must not me rescheduled per our Director Denise Topliff. <p>Date: October 3, 2018</p> <p style="text-align: center;">Inpatient Routine Non AM Workflow</p> <p>Regional Goal</p>	UBT/All Staff

	<ul style="list-style-type: none"> ● 4 hours TAT for in-patient routine NON AM labs from order to release <ul style="list-style-type: none"> ✓ 2 hours for phlebs ✓ 2 hours for CLS ✓ Any orders after 0515 ● Including urinalysis <p>Phlebs</p> <ul style="list-style-type: none"> ● 1 ½ hour to complete from Order to In-Lab <ul style="list-style-type: none"> ✓ Lab to try 2x, Nurse 1x...then CLS to cancel ✓ Urinalysis have 2 hour stability (check LabNet) ✓ Do not add tests without approval from CLS, put add on labels on top of the tube ✓ Do not add tests from ED specimens unless indicated by health provider with CLS approval ✓ Report to manager physicians who are ordering wrong time ✓ Line draws if ordered as lab collect must be drawn and logged in within 1 ½ hours. ✓ If orders are placed for the wrong time, please communicate with nurses and get it changed. If they refuse, we will follow the order and draw. ● 30 minutes processing (logging, centrifuge, and delivering to main lab) ● C1, D1, H floors <ul style="list-style-type: none"> ✓ To print pending from Medicopia 30 mins before end of their shift and submit to Tricia <p>CLS</p> <ul style="list-style-type: none"> ● 2 hours from specimen delivered to main lab to release 	
UBT	<ul style="list-style-type: none"> ● Needing volunteer for CLS representative. ● Vegan Potluck. ● People Pulse page in lab huddle notes, available for staff to view in MedTraining. <ul style="list-style-type: none"> ✓ Goal is to keep staff informed with People Pulse Projects. ✓ This is our response to staff concern “ We don’t know what happened to People Pulse” “ Nothing is being done with People Pulse” 	ALL Staff

This concludes the Minutes of the _10/11/2018___ Lab Staff Meeting.

Prepared by: Lab Management Date: 10/15/2018

People Pulse Page

Lab UBT Level 4

“Teamwork makes the Dreamwork”



Accomplished



Pending



Future



No Go

Date	What's Happening	Stoplight Report	For Follow UP
9/10 to 9/28	2018 People Pulse		
	50% People Pulse response rate as off 9/18/18. Goal is min 75%		
	73% People Pulse response rate as off 9/25/18. Goal is min 75%		



RMC/ MVMC
" GO LIVE! "

Transport & Handling
of AP Specimens Project
Monday, 10/1/18

MVMC, Iris MOB1, Iris MOB2, Meridian, Heacock,
Corona, Palm Springs, Palm Desert, Indio, Murrieta,
Temecula MOB1, Temecula MOB2, Wildomar,
RMC MOB1, RMC MOB2, RMC MOB3

CORRECT WAY OF PUTTING THE COURIER LOG AND PACTRAC.

ALL FORMS ARE INSIDE THE POUCH.

