


LAB Dept MEETING – Huddles

Date of Meeting: November 20, 2018

Attendees: Myrna Ocab, Jocelyn Ybarra, Lourdes Maniago, Tammy Rantung, Quang Trinh, Tessa Strickland, Mark Gomez, Elliott Faure, Melanie Magee, Janet Gerges, Juanita Fernandez, Patricia Chea, Marissa Calilung, Marie Rutledge

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> • Happy Thanksgiving to all  • Safety alert: patients need to have armband even during HC downtime. According to HC nursing champion, if nurses cannot print armbands, they have to write patient information manually. • Empty all 24 hr urine containers in toilet bowl before discarding. These are too heavy for EVS when replacing waste bags. Please be considerate. 	Informational
	<p>Please refrain from using Theda's desk. She handles multiple confidential information and we would like to keep that information among managers.</p> <p>Some of those may be PHI from your co-worker and we don't want anybody to see that info by mistake.</p> <p>If you need an extra computer, we have the Pathology room or the central comp in the main lab that you can use.</p> <p>In addition, Theda's desk is her own space, so please do not use it without her permission.</p> <p>Thank you for understanding....Tricia Chea</p>	ALL STAFF
QNS for send out tests such as HIV and Hepatitis	Make sure to fill the gold top tube as regional lab is experiencing QNS samples for critical tests such as HIV and Hepatitis.	Phlebotomist
RMC Pathology	<p>Starting Dec 1 ,2018, RMC Pathology will be open on Saturdays from 0800-1630.</p> <p>We can start sending A/P specimens daily</p>	Phlebotomist
Quiet at Night Week 2 reminders Nov 12-18	<p>Week 1 Nov 5 – 11</p> <ul style="list-style-type: none"> • dB Monitoring app. Ave 50-60 • Hush Tag • Quiet signage on the floors 	Phlebotomist

Week 2: Nov 12 - 18
Focus 1: Environment & Technology

Utilize huddles and visual boards to communicate the importance of a quiet environment and how **environment and technology** play an importance role in creating a healing environment

Implement Focus 1: Environment & Technology at 10 PM every night

- Be conscious of dimmed lights and the noise equipment can make
- Lower phone, walkie talkie, other technology volume
- Submit noisy carts for maintenance
- Close doors and cabinets quietly
- Use quiet code word when colleagues are being too loud

Conduct Leader Rounding

Huddle with staff and review any Quiet challenges


POCT Lab Loaner Glucometers

4 new glucometers have been put out to be the lab loaners. They are located next to the glucometer lab loaner docking stations. The names are MVMC LAB-3, MVMC LAB-4, MVMC LAB-5, and MVMC LAB-6. These new meters will not have their own docking stations. All the staff need to do is put the fully charged batteries on these loaners when the nursing units need them. They also can swap the battery out of the nursing unit's broken one with the lab loaner (in case the

ALL STAFF

fully charged batteries are all gone). The fully charged batteries will have a green light on the docking stations (see picture below). The extra batteries will be in a POCT drawer near the hood as well. The loaner log sheet needs to be filled and it stays the same process.



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Pending reports schedule	<ul style="list-style-type: none"> • See below 	CLS
Supply	<ul style="list-style-type: none"> • Make sure to store supplies in correct storage temperature. There were HCG calibrators stored in refrigerator instead of freezer. Please follow process when putting away supplies, check storage temp, quantity, and initial invoice by the supply you're putting away. Check for discrepancies and escalate as needed. 	CLS
UBT	<ul style="list-style-type: none"> • 	

This concludes the Minutes of the _11/20/18_____ Lab Staff Meeting.

Prepared by: _Lab Managers_____ Date: __11/28/18_____

People Pulse Page

Lab UBT Level 5

“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%		

Note: Lab UBT is now Level 5...Hooray!!!

Test of change: Guideline for inpatient draws starting November 19, 2018

	Start of draw	Routine	STAT	Timing Critical

C shift	0445	≥0515-1245	0515-1245	0515-1245
D shift	1246	1246-2045	1245-2045	1245-2045
H1 shift	2046	2046-0445	2046-0445	2046-0445
H2 shift	2116	2116-0514	2116-0514	2116-0514

Staff Suggestions	Proposal
H shift for help ICU draws daily	H shift to draw any orders up to 0514. All 0515 orders will be for C shift
	H shift to draw ICU on weekends and holidays
To have pneumatic tube system	Hospital not equipped with tube system
	New building will have pneumatic tube
To get brand new KPPI	All our KPPI's are new
	We just replaced 6 batteries, that should last for 4 hours.

CLS to print pending 30 minutes before end of shift	Currently CLS print their pendings at the start and before the end of their shift. We are adding one more in the middle.
	CLS to print, review, and file ALL PENDING on the following times. A shift ✓ 0830 ✓ 1215 ✓ 1715 B shift ✓ 2030 ✓ 0015 ✓ 0515
To have one C shift phleb come in at 0400	Discussion in progress

QUIET AT NIGHT

5-Week Action Plan Overview for Ancillary and Support Services Department

