

## LAB Dept MEETING – Huddles

**Date of Meeting:** January 15, 2019

**Attendees:**

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> <li>• See all the thank you messages from your co-worker on the UBT board.</li> <li>• Safety- Personal head phones/ear phones are not allowed while working and in work areas.</li> <li>• Safety- DXH instrument blood splatter along the drain. EasyNet request opened.</li> </ul>	Informational
Meals and rest period guidelines	<ul style="list-style-type: none"> <li>• See Meals and Rest Period Guidelines.</li> <li>• Hopefully this is better and easier to understand</li> </ul>	ALL STAFF
Admin area computers	<ul style="list-style-type: none"> <li>• Do not use computers in admin area. This includes Theda's, Marie's and Marissa's.</li> </ul>	ALL STAFF
Annual Vacation bidding and Major Holiday request	<ul style="list-style-type: none"> <li>• Annual Vacation bidding and Major Holiday form, please submit by 0800 am Feb 1, 2019</li> <li>• See memo for details</li> </ul>	ALL STAFF
Downtime quiz results	<ul style="list-style-type: none"> <li>• See answers in this packet and posted on huddle board.</li> <li>• Most common mistakes with answers:               <ul style="list-style-type: none"> <li>➤ Cerner downtime- If auto accessioning is not turned off, Cerner accession labels generate automatically upon recovery. You CANNOT use these accession labels. Phlebotomists have to manually order tests on Cerner DOE and need to enter the Cerner downtime barcode accession number used for these tests during downtime. These auto-generated Cerner labels will be cancelled.</li> <li>➤ Phlebotomists can ask the CLS to print Cerner "All pending list" during KPPI downtime.</li> <li>➤ iChem Velocity instrument print out cannot be used for UA results during Cerner or KPHC downtime. The reference ranges on the instrument cannot be changed to match results on KPHC. The downtime form is used and fax to floors.</li> <li>➤ All downtime documents are kept in a box located in the shelf under staff mailboxes.</li> <li>➤ Before a manual or instrument print out report is faxed, CLSs need to check if instrument/ manual result print-out is compliant, call critical value and</li> </ul> </li> </ul>	ALL STAFF

	document if applicable, put initial, date and time after reviewing report, <b>STAMPED</b> with <b>Downtime Report stamp.</b>	
Lab Orders	<ul style="list-style-type: none"> <li>• Lab staff allowed to order tests if <ul style="list-style-type: none"> <li>✓ Per downtime policy</li> <li>✓ For BB double check</li> <li>✓ For proficiency testing</li> </ul> </li> <li>• Anything outside those 3 scenarios is non-compliant.</li> </ul>	ALL STAFF
APTT Therapeutic	<ul style="list-style-type: none"> <li>• We are not validated to run aPTT Therapeutic.</li> <li>• If we receive an order, please send to RMC.</li> <li>• Follow LabNet for the specimen requirements</li> </ul>	ALL STAFF
Phones	<ul style="list-style-type: none"> <li>• All Phlebs must carry the assigned phone if they are on the floors.</li> <li>• CLS to call the phone if they need to speak to the phlebs.</li> </ul>	ALL STAFF
Ambulatory CBC	<ul style="list-style-type: none"> <li>• Ambulatory CBC and ESR will be routed to Chino Hills starting January 29, 2019 @ 0500.</li> </ul>	ALL STAFF
After Hours IR service (Sherman Way Lab Instrumentation)	<ul style="list-style-type: none"> <li>• IR is physically staffed Mon-Fri, 0700-1700 to respond to service requests. For After Hours- call the same number as in the day 8 397-7000; press 1 if it can wait the next business day and press 2 if it can't. If the situation is such, that it can't wait till next business day, IR is asking that a manager from the facility call and speak to an IR manager and discuss the option of calling in the Manufacturer/Vendor for after hours service. We usually don't use this option since we normally wait till the next business day and since we almost have 2 analyzers of each kind. But if we have to, escalate to the manager on call.</li> </ul>	CLS

Topics for CLS	<ul style="list-style-type: none"> <li>• New quiz in your mailbox regarding Psoralen treated platelets released in master control as of 1/14/2019. Please read the policy and complete the quiz by 1/31/2019. Changing to Psoralen platelets TBD.</li> <li>• Cerner upgrade on Sunday January 27<sup>th</sup> please make sure you perform the proper validation of the printers for accession, blood products, and modified products, which will need to be verified and acceptable prior to any patient use. Cerner validation will most likely happen on Monday January 28<sup>th</sup>. I have emailed the verification forms to the two CLS working the night of and the morning of the system after the upgrade please check your email accordingly.</li> <li>• Coagulation normal and abnormal QC will be changing from 8hr to 24hr. All will be notified once the 24hr QC for PT, PTT, Fib goes live.</li> <li>• New 2019 calendar has not arrived, but please keep the current schedule from January 2018 regarding correlations, PTC, Blood Admin, calibration.</li> </ul>	CLS
In-Patients on overflow/ or waiting for beds	<ul style="list-style-type: none"> <li>• We may have admitted patients in ED waiting for beds.</li> <li>• ED nurses will call lab for draws.</li> <li>• Phlebotomist start and stop time seem to be a conflict with all shifts. Does anyone have any suggestions on the guidelines for inpatient draws and lab processing?</li> <li>• Some staff have communicated that someone has stolen their butterflies. Management is not preventing you from getting butterflies, but you do have to ask for more and we will give them with no hesitation.</li> </ul>	Phlebotomist
UBT	<ul style="list-style-type: none"> <li>• 2018 People Pulse Result available. See table.</li> </ul>	ALL STAFF

This concludes the Minutes of the \_\_1/15/2019\_\_\_\_\_ Lab Staff Meeting.

Prepared by: \_Marie Rutledge, Marissa Calilung, Patricia Chea Date:\_1/29/19\_\_

## Meals and Rest Period

<b>Hours Worked</b>	<b>Meal Periods</b>	<b>Rest Period</b>
<b>3.5 to 6</b>	<b>0- if less than 5 hours 1- if between 5 to 6 hours</b>	<b>1</b>
<b>6+ to 10</b>	<b>1</b>	<b>2</b>
<b>10 + to 14</b>	<b>2 (CLS waived one meal)</b>	<b>3</b>
<b>14 +</b>	<b>Additional lunch every 4-6 hours</b>	<b>4</b>
<b>24</b>	<b>4 (CLS waived one meal)</b>	<b>5</b>

**Policy: Meal and Rest Periods CA.HR.4.04**



*“Everybody can be great...because anybody can serve.”*  
**- The Rev. Dr. Martin Luther King Jr.**

On Monday, January 21, 2019, thousands of people across the country will come together to honor the legacy of civil rights leader Dr. Martin Luther King Jr. by giving back to their communities on this National Day of Service.

Kaiser Permanente’s mission is centered on making our communities healthier. This month, employees and physicians will make a special effort to keep Dr. King’s legacy alive through community building and improvement. Service activities continue throughout January, and volunteer opportunities are available year-round through [kpcares.org](http://kpcares.org).

Details for dozens of volunteer opportunities are listed by medical center and regional offices [here](#). For additional opportunities, visit [kpcares.org](http://kpcares.org).

**Please obtain pre-approval from your supervisor to participate in the MLK Day of Service.**

# 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%		Great response rate. From 50% to 73%.
12/2018	Lab Managers received People Pulse result		Managers discussed results 1/2019
1/2019	To discuss with UBT reps		UBT reps discussed results. Working on action plan. 1/2019
2/2019	To discuss with staff		