


LAB Dept MEETING – Huddles

Date of Meeting: February 12, 2019

Attendees: Jocelyn Ybarra, Priscila Dar, Tammy Rantung, Quang Trinh, Rizza Alcorido, Teresita Strickland, Mark Gomez, Elliott Faure, Juanita Fernandez, Vanessa Cardenas, 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"> • KUDOS to managers Marissa and Marie and to all staff for overcoming the long Cerner downtime. There were several learnings, but I am very proud of the team. Special kudos to Erica who was running around trying to complete her task and to Neil who helped other departments as needed....Tricia • Thank you to staff who shared holiday gifts to Reyes-De Jesus family. They sent us thank you card (see attached). Special thanks to Theda for organizing this event. • Jan 2019 Rounding Recognition is posted on the UBT board. Check it out! See what your co workers is saying about you. • Thank you to Priscila for covering me...from Jocelyn. • Thank you to all CLS for being patient will all the Troponin issue that we have been dealing with. 	Informational
SAFETY TIP	<ul style="list-style-type: none"> • Be careful when lifting heavy objects. Use ergonomics. Lift using your legs closer to your body. Ask help if necessary. • Sharps container full. Please call EVS for pick up. • 	
2019 Attendance Review Guidelines	<ul style="list-style-type: none"> • In an effort to standardize and be fair to all staff when reviewing monthly attendance, managers created guidelines that we will apply to everybody. • Please approach your direct manager if you have a question 	ALL STAFF
Iris 2 Specimens	<ul style="list-style-type: none"> • We will still get IPPG and Home Health Routine and STAT specimens from Iris 2. 	ALL STAFF

<p>Staff staying in the break room during hand off</p>	<ul style="list-style-type: none"> • The 30 minute staff over lap is important to communicate any issues and updates that the next shift may need to know. • All employees are expected to be in their work area during hand off. • Under KP policy, everybody is required to be in their work area if they are clocked in and ready to work, not in the break room. • Taking breaks at the beginning of your shift is against KP Policy. Staff continue to drink coffee, put make up on, chat in the break room, check their cell phones, etc...you need to do all that before the start of your schedule. • We understand that sometimes your shift can get busy and may not be able to take breaks in a timely manner, we encourage you to take your break before the next shift comes in. This way it will not be perceived as taking extra breaks. 	<p>ALL STAFF</p>
<p>Anatomical Pathology Specimens</p>	<p>New workflow for pathology specimens received after last courier (local courier arrives around 2100) from Sunday to Thursday only.</p> <ul style="list-style-type: none"> • Phleb in specimen processing to call T-force to arrange a routine pick up for 500 am. • Phleb to close the red bin and prepare the courier log • If there is no phleb available during T-force pick up, CLS can sign the log form. We will train all staff. • We want the specimen to reach RMC by 0630. 	<p>ALL STAFF</p>
<p>Pathology specimen workflow needing formalin</p>	<ul style="list-style-type: none"> • Nurse will give specimens to lab staff to add formalin. • Nurse will seal purple bag • Nurse and Lab Staff to complete forms together 	<p>ALL STAFF</p>
<p>Lactic acid correlation</p>	<ul style="list-style-type: none"> • This is done. We are not drawing 2 gray tops and running 2 lactic acid tests anymore. Results will be evaluated and will let you know if we can change this process. Thank you to all who done this testing. 	<p>ALL STAFF</p>
<p>Supply Order Form</p>	<p>When adding items to the weekly supply order form please include the date, item or catalog# and who's requesting the item. This will prevent delays and make it easier to know who to ask if there are questions.</p>	<p>ALL STAFF</p>

Ordering of tests	<ul style="list-style-type: none"> Manually ordering tests is allowed on the following scenarios: <ul style="list-style-type: none"> ✓ Double check policy for BB ✓ During downtime ✓ Outside the above, please get approval from your managers. 	Phlebotomists
Access 2 workflow update	<ul style="list-style-type: none"> Thank you to all CLSs in your patience about Troponin issue. We will continue to repeat ALL indeterminate Troponin results, 0.04 ng/mL to 0.9 ng/mL, today, 2/12/19 and tomorrow, 2/13/19 so we'll have 2 full days on repeating them on the other analyzer. Access 2#2 is working now. We will repeat these Troponins on the other analyzer. Results will be evaluated, please report any result discrepancy as soon as possible. I will let you know on Thursday, 2/14/19, if we can resume Troponin autoverification and stop repeating indeterminate results. We will then resume to monitor results using Instrument Activity Monitor. 	CLS
UBT	<p>Congratulations to UBT team.... We are getting \$1,893.49 from</p>  <p>Thank you to everybody, special shout out to the UBT reps for making this possible. Thank you to Raquel for tracking our projects making sure that we get credit.</p>	

This concludes the Minutes of the _2/12/19_____ Lab Staff Meeting.

Prepared by: _Patricia Chea, Marissa Calilung, Marie Rutledge, Kompan Hallman
Date: ___2/14/19

From Reyes-De Jesus Family

Feliz Navidad

y

Prospero año

Nuevo

y gracias por
darnos este
evento y darnos

Un regalo para
nuestros hijos.

Que Dios Los

bendiga Siempre

Gracias


Merry Christmas & Happy New Year, First I would like to thank you for sponsoring my family, this year has been a bit difficult for my family financially. You can't imagine how thankful I am with you, God Bless and Thank you very much

Technical Bulletin

Laboratory Care Delivery System

DEACTIVATION OF *GIARDIA LAMBLIA* ANTIGEN, EIA

Effective February 20, 2019, the Laboratory Care Delivery System will deactivate the *GIARDIA LAMBLIA* ANTIGEN, EIA [87329A] KPHC orderable that is performed at Quest.

It is replaced by a more comprehensive test, *Giardia, Cryptosporidium, E. histolytica* Screen, Stool, EIA with Reflex to PCR [874490], performed at the Regional Reference Laboratories.

TEST INFORMATION

	FORMER KPHC ORDERABLE	NEW KPHC ORDERABLE
Test Location	Quest Diagnostics Laboratory	Regional Reference Laboratories
KPHC Order Display Name	GIARDIA LAMBLIA ANTIGEN, EIA	<i>Giardia, Cryptosporidium, E. histolytica</i> Screen, Stool, EIA with Reflex to PCR
KPHC Order Code	87329A	874490

QUESTIONS?

- Client Service Center, 1-888-4LAB NFO, or tie line 8-397-7077
- Jonathan C. Gullett, MD, Physician Director of Microbiology, jonathan.c.gullett@kp.org
- Ken Van Horn, PhD, D(ABMM), Technical Director of Microbiology, ken.van-horn@kp.org

2019 Manager Guideline for Attendance Review

Item	Occurrence	Notes
Use of Manual Time Log	1/Quarter- OK	Exception: if phone not working, must be verified by timekeeping system or manager. If no manager, ask Theda or another co-worker to verify and have them sign the manual time log real time.
Incidental OT	2/Month- OK	Unapproved OT at the beginning and end of shift not acceptable
Meals by the 5 th hour/10 th hour	1 st occurrence	Need to see improvement. This is a law and our goal is to be at 100%.
Tardies	If you work 5 days a week- 1/Month or <30 mins- OK If you work 3 days a week-1/Month and <30 mins- OK If you work 2 days a week- 1/Month and <30 mins- OK	
Rewards		2 items- perfect for the month 1 major item- perfect for the quarter

