

LAB Dept MEETING – Huddles

Date of Meeting: February 28, 2019

Attendees:

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> • Awesome job Phlebs. Zero misdirected specimen for 2018. • Kudos to all phlebotomists! Zero low volume urine culture cancellation for Jan,2019. • Review UBT task standardization attached. • Proper lifting and ergonomics. • We have ants in the lab. Do not keep food items in staff locker. If you find the source of the ant trail, please remove that item. We had an exterminator visit. 	Informational
2019-2020 Vacation Schedule	<ul style="list-style-type: none"> • See 2019-2020 Vacation and Major Holiday schedule below. Also on the board. • Minor holidays will be granted together with the monthly schedule 	ALL STAFF
KP Learn	<ul style="list-style-type: none"> • Thank you to all those who had completed Ergonomics Training (Materials Handling) 2019, Class ID 00804324. This is due by March 8,2019. Submit KP Learn certificate to Theda. 	ALL STAFF
Specimen Labeling	<ul style="list-style-type: none"> • Reminder to check all specimen accession labels especially the ones with 2 labels; example original label is KPHC label and Cerner label. Make sure not to cover the original label and make sure both labels match before processing and running tests. Pay attention closely including Iris MOB2 specimens. For Iris MOB2 specimens, phlebotomists log in specimens faster and can miss discrepancy. It was agreed that CLSs will always check specimens before loading in analyzer. This has always been the process, please continue to check. 	ALL STAFF
Urinalysis maintenance forms	<ul style="list-style-type: none"> • Use revised forms starting March,2019 • Note the following changes: iChem Velocity: <ul style="list-style-type: none"> ➤ Daily-Deleted Clean the Load/Unload Trays 	CLS

	<ul style="list-style-type: none"> ➤ Daily-Deleted Clean optional Load/Unload Stations ➤ Weekly- Added Clean CGM (instructions on maintenance binder) ➤ As Needed- Added Clean Sample racks <p>iQ 200:</p> <ul style="list-style-type: none"> ➤ Monthly- Deleted Perform Backup ➤ Monthly- Added Clean Sample Filter <p>Advantus:</p> <ul style="list-style-type: none"> ➤ Monthly- Deleted Lubricate Push Bar Slide & Shaft ➤ As Needed- Added Lubricate Push Bar Slide & Shaft 	
Blood Bank	<ul style="list-style-type: none"> • ABO-RH double check work flow is a STAT test • Surgery schedule: CLS to highlight which patients need ABO/Rh will fax to floor then hand a copy to accessioning phlebotomist. • Inpatient: If no specimen to use for ABO/Rh CLS will fill out half sheet and hand to phlebotomist to draw specimen. If CBC is used for the ABO/Rh then the CLS will order the ABO/RH themselves. • ED patients: The CLS will hand the phlebotomist a filled out half sheet to call ER for ABO/RH specimen. This test is STAT, so phlebotomist must continually follow up if specimen does not arrive. • Life stream reference lab test. When ordering an ABID workup etc. make sure that you complete the form with the diagnosis, meds, specimen date and if information is not clear call the physician. • Life stream reports when received make sure under blood bank comments you press F2>> then type ABID>> then okay>>then type life stream for all reports. Additionally, DAT results have to be entered if performed, and the antigens need to be entered under Blood Bank comments and under antigens, so this is part of the patient's history. • Please alert management if you open the last box of a reagent or QC in all areas. 	CLS and Phlebotomist
Coagulation	<ul style="list-style-type: none"> • DD unit change will be happening on March 20, 2019. More information to come 	CLS

More Specimen Labeling	<ul style="list-style-type: none"> Reminder to label all specimens with Cerner accession label even Micro specimens like C. Diff, occult blood, etc. This is in addition to the HC label applied to specimens. 	Phlebotomist
Night draws	<ul style="list-style-type: none"> Graveyard phlebotomist it is your responsibility to draw patients with lines. Furthermore, please have compassion and empathy for the patients when going in the rooms at night. There has been a complaint. 	Phlebotomist
UBT		

This concludes the Minutes of the 2/28/2019 _____ Lab Staff Meeting.

Prepared by: Marissa Calilung, Marie Rutledge _____ Date: 3/4/2019 _____

NAME		Thanksgiving 11/28 Thurs	Christmas 12/25 Wednesday	New Years Day 01/01 Wednesday
yrna	Ocab		A	
ocelyn	Ybarra			
lan	Dandridge	B	B	
uliet	Garlejo	A		A
riscila	Dar		A	A
aquel	Lecaro			
ourdes	Maniago	A		
aria	Villafuerte	B	B	B
ammy	Rantung			
uang	Trinh			B
eil	Lim			
izza	Alcordo			
lejandro	Tolentino			
eresita	Strickland			
regory	Johnson			

William	Craig	H	H	H
etty	Fajardo			H
Michelle	Trammell	C	C	C
ark	Gomez	C		
lliot	Faure	D	D	D
arietes	Gonzalez	H	H	
elanie	Magee			
anet	Gerges			
uanita	Fernandez		C	C
anessa	Cardenas	D	D	
rica	Torres			D

Reminder: H shift holiday falls at the night of the Holiday date. E.g Thanksgiving holiday will be on 11/27/19

2/18/19 PSC

1 CLS ONLY				Notes
APR	14-21	Juliet Garlejo		
APR	22-30	Raquel Lecaro		
MAY	1-4	Raquel Lecaro		
MAY	5-22	Myrna Ocab		
2 CLS ONLY		DAY	EVE	
JUNE	14-30		Neil Lim	
JULY	1-7		Neil Lim	Pending July 4
JULY	10-17		Alan Dandridge	
JULY	14-31	Priscila Dar		
AUG	1-7	Priscila Dar		

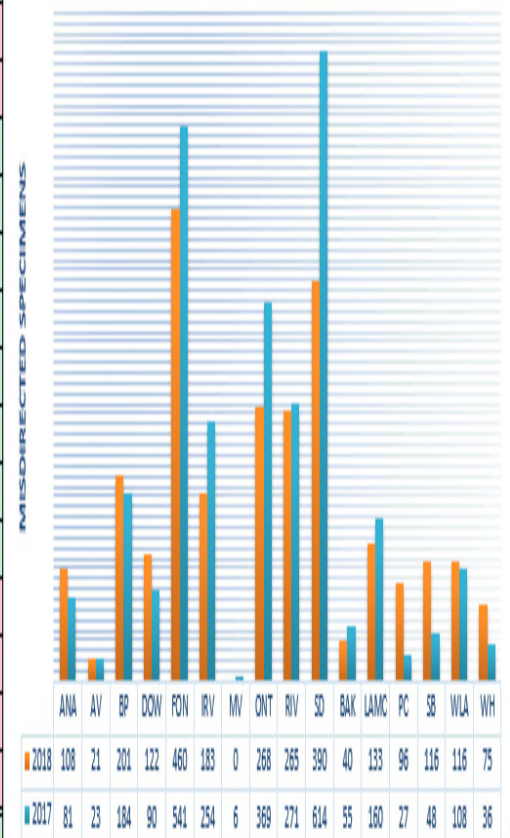
AUG	12-27	Raquel Lecaro		
1 CLS ONLY				
OCT	2-21	Jocelyn Ybarra		
OCT	23-31	Alan Dandridge		
NOV	1-6	Alan Dandridge		
NOV	10-23	Rizza Alcordo		
DEC	23-29	Juliet Garlejo		
2020				
JAN	18-31	Quang Trinh		
FEB	1-4	Quang Trinh		

1 PHLEB ONLY				Notes	
MAR	1-8	Michelle Trammell			
MAR	18-28	Mark Gomez			
APR	7-13	Erica Torres			
APR	16-30	Bill Craig			
MAY	1-27	Bill Craig			
MAY	30-31	Vanessa Cardenas			
JUN	1-9	Vanessa Cardenas			
JUN	18-28	Letty Fajardo			
2 PHLEB ONLY					
		DAY	EVE		
JUL	4	Elliott Faure			

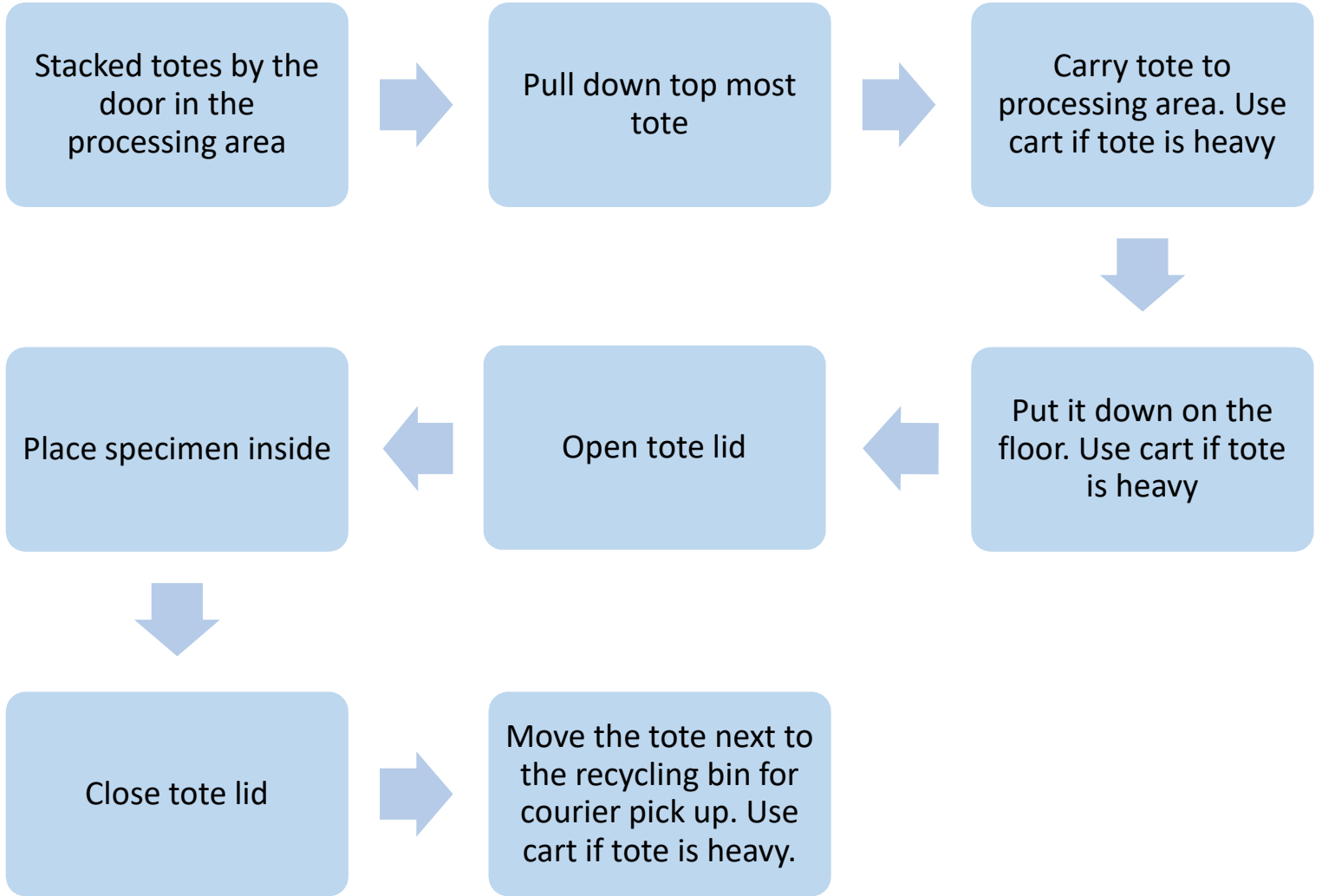
JUL	4-8		Janet Gerges	Pending July 4	
JUL	9-19	Melanie Magee			
JUL	20-31		Greg Johnson		
JUL	21-27	Erica Torres			
AUG	1-6		Janet Gerges		
AUG	1-15	Greg Johnson			
AUG	14-23	Michelle Trammell			
1 PHELB ONLY					
OCT	29-31	Marie Gonzalez			
NOV	1-7	Marie Gonzalez			
NOV	23-30	Juanita Fernandez			
DEC	21-30	Mark Gomez			
2020					
FEB	1-11	Melanie Magee			

Misdirected Specimens	January	February	March	April	May	June	July	August	September	October	November	December	2018	2017	% Change
ANA	10	4	4	8	11	18	15	16	9	1	7	5	108	81	33%
AV	1	5	1	2	2	0	1	2	1	1	5	0	21	23	-9%
BP	31	17	31	13	14	12	32	12	19	9	2	9	201	184	9%
DOW	7	6	13	9	10	5	6	8	17	16	8	17	122	90	36%
FON	40	49	73	54	62	30	48	28	17	22	20	17	460	541	-15%
IRV	14	16	10	51	17	23	11	13	6	11	9	2	183	254	-28%
MV	0	0	0	0	0	0	0	0	0	0	0	0	0	6	-100%
ONT	39	26	46	24	31	37	14	19	15	9	4	4	268	369	-27%
RIV	27	18	74	42	42	13	14	5	14	4	8	4	265	271	-2%
SD	45	37	45	27	34	46	44	27	20	28	20	17	390	614	-36%
BAK	3	3	3	1	7	1	0	2	12	1	1	6	40	55	-27%
LAMC	2	13	5	3	3	1	11	6	24	44	20	1	133	160	-17%
PC	7	3	13	12	17	5	8	4	15	4	6	2	96	27	256%
SB	10	6	8	11	7	11	8	18	15	14	7	1	116	48	142%
WLA	20	9	15	7	20	4	11	5	4	10	9	2	116	108	7%
WH	3	16	7	8	1	5	2	4	8	7	0	14	75	36	108%
TOTAL	259	228	348	272	278	211	225	169	196	181	126	101	2594	2857	-10%

2017 & 2018 COMPARISON MISDIRECTED CP SPECIMENS BY FACILITY YTD



2016 MVMC UBT LAB Task Standardization



Note: Save your back. Please use a cart when transferring or moving heavy supplies.