

LAB Dept MEETING – Huddles

Date of Meeting: June 04, 2019

Attendees: Myrna Ocab, Priscila Dar, Quang Trinh, Rizza Alcorido, Alejandro Tolentino, Tessa Strickland, Elliott Faure, Melanie Magee, Juanita Fernandez, Patricia Chea, Marissa Calilung, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS	<ul style="list-style-type: none"> • 2019 1st Quarter Perfect Attendance. Thank you! <ul style="list-style-type: none"> ➤ Quang Trinh ➤ Myrna Ocab ➤ Lourdes Maniago ➤ Priscila Dar • Lowest butterfly needle usage for the month of May KUDOS to Mayra, Bill, Letty, Elliot, and Marietes • May top performers for AM draws starting at 0445. #1 Mark and Michelle. Thank you to Erica for big jump to #2. • Congratulations to the following for their service, dedication, and hard work <ul style="list-style-type: none"> ✓ Teresita Strickland- 11 years ✓ Erica Torres- 1 year 	Informational
Safety Tip	<ul style="list-style-type: none"> • Safety conversation question for May: What is working well in your department or Medical Center around safety? • Lab Task Standardization “Use cart to carry/move totes and/or heavy supplies” 	

<p>Attendance Committee</p>	<p>Perfect Attendance Criteria</p> <ul style="list-style-type: none"> • Must have worked over .25 FTE in the quarter • Must not have used any of the following: <ul style="list-style-type: none"> ○ Last Minute Sick ○ Long Term Sick ○ LOA ○ UNX ○ CESLA out of Sick ○ FMLA out of Sick ○ Work Comp out of Sick ○ PSL ○ Tardies <p>Quarterly award for employees with perfect attendance that includes gift, certificate and raffle prizes.</p>	<p>ALL STAFF</p>
<p>2019 Lab Goals</p> <p>People Pulse Question: Do you know your goals?</p>	<p>CLS</p> <ul style="list-style-type: none"> • ED in-lab to verify TAT- CBC (15 mins), Elec (20 mins), Trop (35 mins), Lact (35 mins)- 10/12 months • CLS competency completion before Oct 1, 2019-100% • CLS to print and review pending- 95% compliance <ul style="list-style-type: none"> <input type="checkbox"/> A shift: 1700 <input type="checkbox"/> B shift: 0500 <p>Phleb</p> <ul style="list-style-type: none"> • Blood culture sent on the first available courier- 95% (now combined with IP/ED samples) • IP/ED samples sent on the first available courier- 75% • IP Non AM draws (from order to draw, except 0515 am)- + 1.5 hours 95% • IP Timing critical (order to draw)- + 15 mins- 50% <p>Managers will post monthly updates on the UBT board</p> <p>Our goals need teamwork:</p> <p>Phlebs to deliver ED and STAT specimens to specific department right away including BB tubes, esp the four tests CBC, Lytes, Trop, and Lactic Acid.</p> <ul style="list-style-type: none"> • Please deliver STATS on a timely manner as they come. Do not wait for other specimens that come in after you logged in previously received specimens. 	<p>ALL STAFF</p>

	<ul style="list-style-type: none"> Always announce STATs to CLSs <p>CLS to cancel tests as requested by Phlebs right away. ALL STAFF</p>	
Chemistry	<ul style="list-style-type: none"> Effective this month (June 5th), reagent metered supplies including ISE Ref, ISE Buffer, CR-S and BUN will be increased every other month. Metering order will be evaluated monthly to make this process possible. This is to help in getting same lot #s for these reagents. Space will be an issue, I thank you in advance for your patience. 	CLS
UBT	<ul style="list-style-type: none"> Working on three projects- Survey sent due May 1, 2019 ✓ Hand hygiene <ul style="list-style-type: none"> 1. To clean/sanitize work area before the start of your shift. Phleb to use communication log CLS to use form in communication log ✓ Adopt or spread project ✓ People Pulse Action Plan <ul style="list-style-type: none"> 1. Pick your vote on the UBT board. We want to hear from you before the next June 18 UBT meeting <p>People Pulse Question: are you part of the Lab UBT?</p> <ul style="list-style-type: none"> Yes, we all are 	ALL STAFF

This concludes the Minutes of the _June 4, 2019 Lab Staff Meeting.

Prepared by: Marie Rutledge, Patricia Chea, Marissa Calilung Date: _6/12/19_

People Pulse Page

Lab UBT Level 5

“Teamwork makes the Dreamwork”



Accomplished



Pending



Future

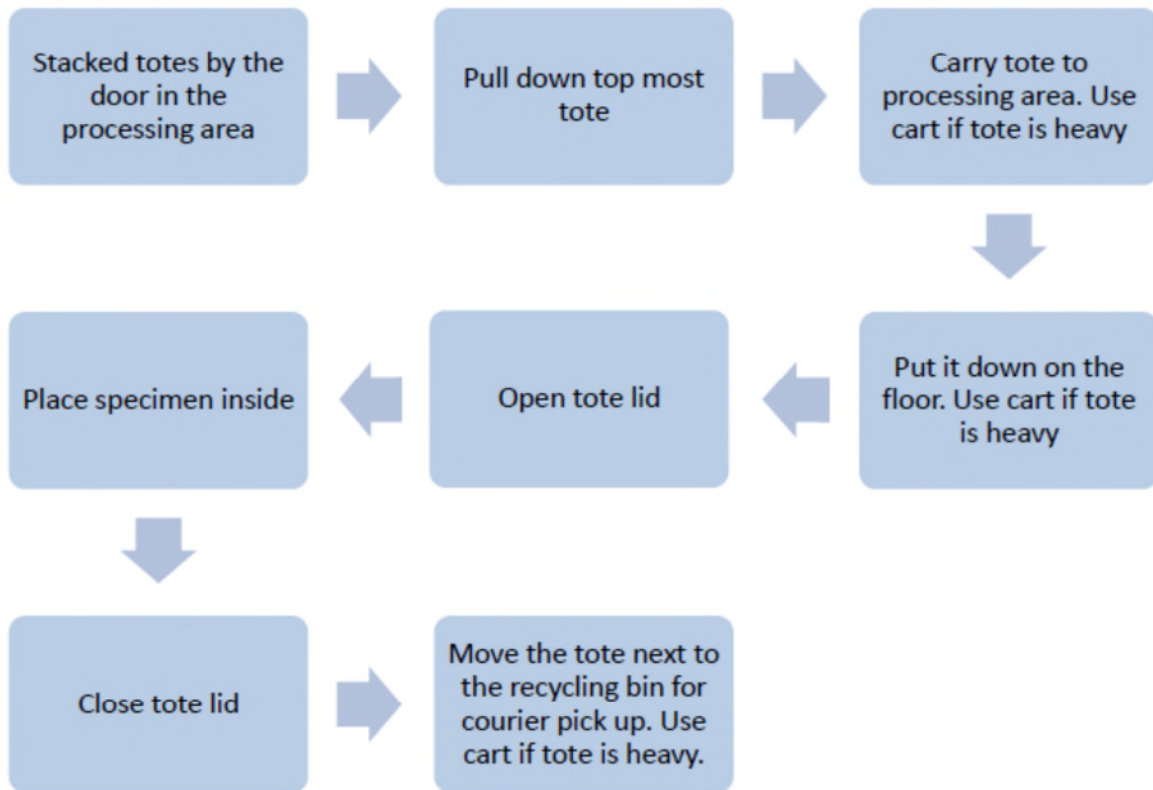


No Go

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%		
1/2019	Presented to Lab UBT		
3/2019	Managers to discuss result to employees		Available on UBT board if you want to see the result
4/2019	UBT to work on action plan (3) I would feel comfortable raising an ethical concern or compliance-related issue to my immediate supervisor or someone else in management		Survey sent by Theda on 4/26 due May 1, 2019 No response received. Second email sent 5/7/19 due May 14, 2019 Received 2 responses from the survey
5/2019	UBT members are asked to vote which activity they prefer based on the 6 ideas from UBT reps brainstorming		Due before next UBT meeting on June 18

2016 MVMC UBT Lab Task Standardization

Use cart to carry/move totes and/or heavy supplies



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

