LAB Dept MEETING – Huddles

Date of Meeting: July 2, 2019
Attendees:

Topic	Details	Action Item, responsible person, date due, or informational only

KUDOS	✓ June top 3 lowest butterfly needle usage
	  • Marietes
	  • Mariela
	  • Mark
	
	✓ Top phleb for the AM Draws starting at 0445 am
	  • Michelle (two consecutive months)
	
	✓ June Time in service recognition: ***Congratulations!!!***
	  • Myrna Ocab- 11 years
	  • Jocelyn Ybarra- 11 years
	  • Gregory Johnson- 11 years
	  • Alan Dandridge- 11 years
	  • Teresita Strickland- 11 years
	  • William Craig- 11 years
	  • Leticia Fajardo- 11 years
	
	✓ From Juliet and Quang
	Thank you to all CLS staff working extra shifts to help cover.
		Informational

Safety Tip	• **Safety conversation question for July: What is your role to ensure we're minimizing the risk of injury in your work areas?**
	  ⬇ **To look where you are going**
	  ⬇ **By reporting it**
	  ⬇ **Follow process and procedures- no shortcuts or deviation that increase safety risks.**	

Waste Management Update	• These were findings found last week.
	  ➤ Odor eliminating spray (Carrascent) found in regular trash. These bottles, empty or non-empty, should be disposed in black RCRA containers.
	  ➤ Post it note with writing found in regular trash- if you write anything on any piece of paper, it should go in PHI container.	

	➢ Found email printout in regular trash- all KP documents must be discarded in PHI
	• Disposing reagents:
	    ➢ Bulk reagent containers like DxH diluent, iQ200 Lamina, etc. need to be emptied in sink, triple wash container then flush with a lot of water. Uncap containers before disposing.
	    ➢ DxC reagent cartridges can be disposed in red biohazard bags, uncapped and turn upside down.
	Disposing of reagents may change by EH&S. For now, please follow above instructions. Questions, ask manager or local EH&S.	

Chemistry	• Many of you had indicated that reagent inventory printing in Chemistry is not helping. **This is being discontinued effective today, 7/2/19**. Continue to check reagent inventory on the analyzer screen at the beginning and end of your shift and replenish as needed. • Reminder for A shift- Check reagent inventory at least one hour before the end of your shift for **DXC 600 and Access 2 analyzers in use.** This includes Access Wash Buffer and Substrate. Make sure there is enough reagents to last till the start up of the other analyzer (midnight). Pay close attention to the frequently ordered tests like **BUN, CR-S, Troponin.** Load reagents if : **BUN <40 tests** **CR-S < 40 tests** **Troponin < 20 tests** **ISE Buffer, ISE Ref, CO2 acid- <10%** • Reminder for B shift: When performing start up on analyzers in use, make sure to load reagents that will be enough for the day. For instance, **replace MC reagents like ISE Buffer, ISE Ref, etc. even still at 15%** • Be considerate to your co-workers. Replenish supplies at the end of your shift. This includes sample cups, pipets, etc. Don't forget to roll the paper tape on MedTox and Advantus (UA) analyzers. Replacement of reagents is dependent on frequency of tests ordered. **Make sure to log new lots on new reagent log and perform new lot reagent parallel**. This will be closely monitored. This is everyone's responsibility and a team effort. Thank you for your cooperation. Let me know if you have any questions or concerns.	CLS

Lab Supply Delivery	Once received
	✓ Both CLS and Phleb are responsible for their own supplies
	✓ After verifying the packing slip
	   • CLS to give to Myrna (central desk)
	   • Phleb to give to Michelle (clipboard)
	
	Where do you document if you borrowed reagents from another KP facility? How about if they borrowed reagent/supplies from us?
		ALL STAFF

2019 Lab Goals People Pulse Question: Do you know your goals?	CLS • 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 ☐ A shift: 1700 ☐ B shift: 0500 Phleb • 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% Managers will post monthly updates on the UBT board	ALL STAFF
New People Pulse coming July	• Reason for change: want to focus on action plan not by response rate. • 4x a year • Starting July 15-30 • Random employees will be selected. Post card reminders will be mailed to your home. • Eventually all employees will have opportunity to participate in the survey	ALL STAFF

| UBT | • Working on three projects
• Need volunteer for CLS rep and Co-Lead

✓ Hand hygiene
   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 and People Pulse Action Plan
   1. Staff picked "Escape Room"

✓ Improve TAT

People Pulse Question: are you part of the Lab UBT?
• Yes, we all are | ALL STAFF |

This concludes the Minutes of the _July 2, 2019 Lab Staff Meeting.

Prepared by: Marie Rutledge, Patricia Chea, Marissa Calilung   _ Date: 7.3.19

People Pulse Page

Lab UBT Level 5
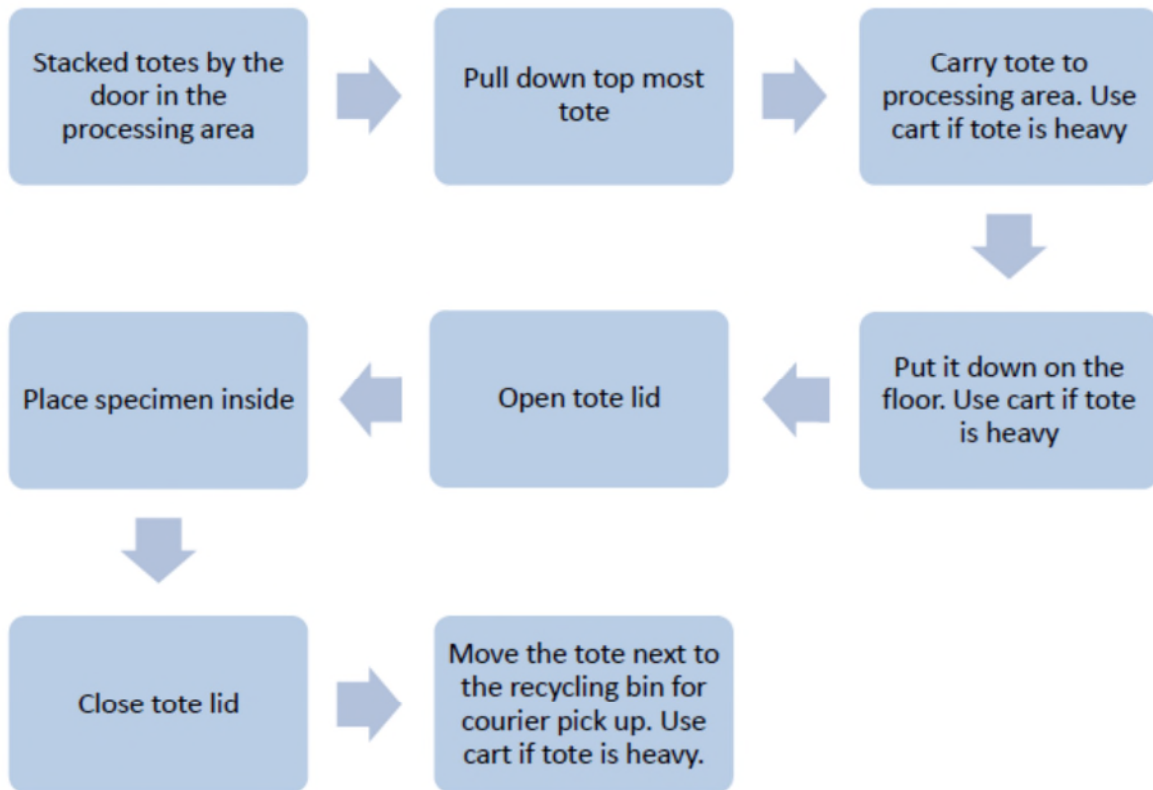*"Teamwork makes the Dreamwork"*

☺ 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
6/18/19	5 votes for Escape room. (4 votes=family feud, 4 votes=3 truths and a lie)	☺	UBT reps will submit questions/suggestions for this activity

2016 MVMC UBT Lab Task Standardization
Use cart to carry/move totes and/or heavy supplies

| Stacked totes by the door in the processing area | → | Pull down top most tote | → | Carry tote to processing area. Use cart if tote is heavy |

↓

| Place specimen inside | ← | Open tote lid | ← | Put it down on the floor. Use cart if tote is heavy |

↓

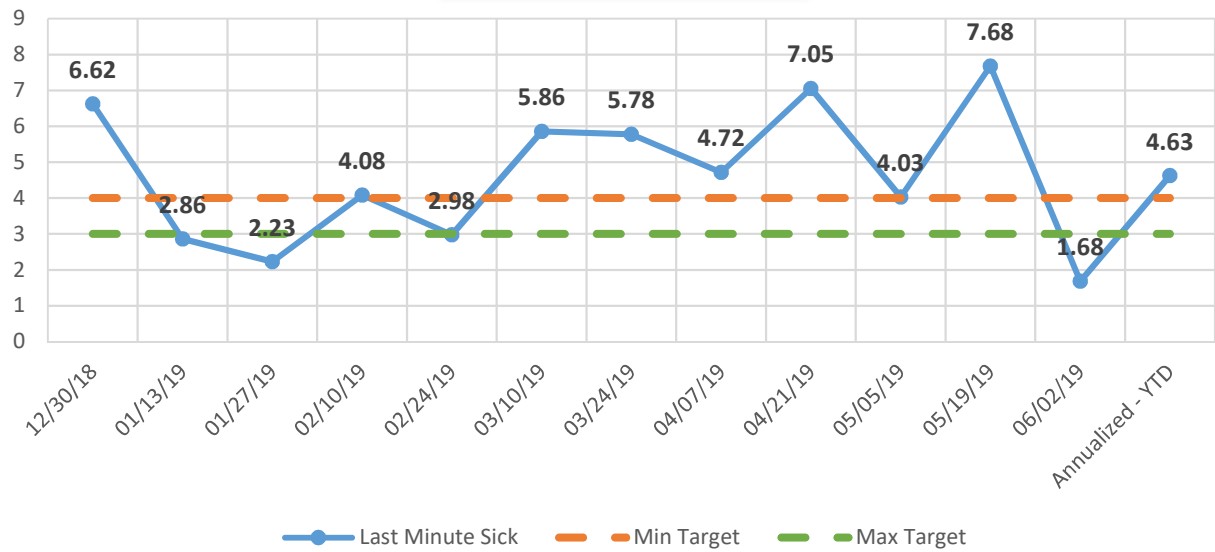| Close tote lid | → | Move the tote next to the recycling bin for courier pick up. Use cart if tote is heavy. |

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

MVMC Laboratory Last Minute Sick Trend

Values by date: 12/30/18: 6.62; 01/13/19: 2.86; 01/27/19: 2.23; 02/10/19: 4.08; 02/24/19: 2.98; 03/10/19: 5.86; 03/24/19: 5.78; 04/07/19: 4.72; 04/21/19: 7.05; 05/05/19: 4.03; 05/19/19: 7.68; 06/02/19: 1.68; Annualized - YTD: 4.63

Legend: Last Minute Sick — Min Target — Max Target

MVMC Laboratory Non-Protected Trend

Values by date: 12/30/18: 15.42; 01/13/19: 9.96; 01/27/19: 2.23; 02/10/19: 7.97; 02/24/19: 2.98; 03/10/19: 5.86; 03/24/19: 8.23; 04/07/19: 6.49; 04/21/19: 13.62; 05/05/19: 5.24; 05/19/19: 7.68; 06/02/19: 1.68; Annualized - YTD: 7.28

Legend: Non-Protected — Min Target — Max Target