








## LAB Dept MEETING – Huddles

**Date of Meeting:** July 30, 2019

**Attendees:** Myrna Ocab, Jocelyn Ybarra, Lourdes Maniago, Quang Trinh, Rizza Alcordo, Robert Oda, Tessa Strickland, Letty Fajardo, Melanie Magee, Janet Gerges, Juanita Fernandez, Vanessa Cardenas, Erica Torres, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS	<ul style="list-style-type: none"> <li>• Great job all of you, our ED TAT for June improved. Thank you for all your hard work. 😎</li> <li>• KUDOS to CLS and Phleb helping bridge gap in the schedule, cover call offs and vacations, etc. Thank you for your help.</li> </ul>	Informational
Safety Tip	<ul style="list-style-type: none"> <li>• <b>Safety conversation question for July: What is your role to ensure we're minimizing the risk of injury in your work areas?</b> <ul style="list-style-type: none"> <li>✓ Be careful</li> <li>✓ See something, say something</li> <li>✓ Do something, when you see a safety hazard</li> </ul> </li> <li>• <b>In your view, what are the three things that contribute to workplace injuries on your unit?</b> <ul style="list-style-type: none"> <li>✓ Carrying heavy load- make sure to use ergonomics and/or cart; ask for help</li> <li>✓ Supplies stored in above the head- use the stool stepper; ask for help</li> <li>✓ Needle stick injury- stay focus, always look at what you are doing</li> </ul> </li> <li>• <b>Use these gloves when handling dry ice.</b></li> </ul> <div style="text-align: center;">  </div>	

Waste Management Update	<p>Question</p> <p>Where would you discard cafeteria receipt? PHI bin</p> <p>Where would you discard gift shop flyer? PHI bin</p> <p>Where would you discard bath and body lotion? Its non KP property. You need to take it back home.</p> <p>Where would we dispose used sani cloth wipes? Regular trash if not soiled with any body fluid; Red biohazard bin if soiled.</p> <p>And if intact and in container and never used, dispose in Black RCRA #1</p>	ALL STAFF
KPPI	<p>KPPI batteries are not fully charge</p> <ul style="list-style-type: none"> <li>• Staff are not plugging batteries in charger properly...need to push down and make sure it's connected to the charger</li> <li>• We replaced 6 new batteries</li> </ul>	Phlebotomist
Freezer	<p>Try not to pack freezers or refrigerators too much.</p> <p>The freezer in SPA area is having difficulty maintaining freezing temp bec it is full with plastic packs...hard for the air to circulate.</p>	Phlebotomist
<p>BPAM training</p> <p>Computer Crossmatch across CLIA</p> <p>Hematopoietic Cell Patient Management</p>	<p>Mandatory BPAM training due 8/6/2019 GO-Live is 8/7/2019. All forms are on the middle desk please read policy sign and date.</p> <p>Computer Crossmatch across CLIA training due before 8/12/2019. Go-Live 8/13/2019. Policies and training forms on middle desk. Review policy sign and date.</p> <p>Hematopoietic Cell Transportation training due before 8/12/2019. Go-Live is 8/13/2019. Make sure you read the policy and sign and date the forms</p>	CLS
<p>D-dimer outpatient</p> <p>New Stago Compact Max</p>	<p>Lab to call Iris 2 for result; either positive or negative.</p> <p>That workflow was created years ago and has not changed.</p> <p>New Stago Compact Max go live scheduled the week of 8/6/2019. ALL new policies will be available by Friday 8/2/2019 for you to</p>	CLS

	review and sign prior to the Go-Live. Additional training will be scheduled starting this Thursday 8/1/2019.	
Meal Waiver	CLS are required to complete the meal waiver by August 15, 2019. Whichever you choose, please follow the break and lunch guideline on the board.	CLS
Chemistry QC	<ul style="list-style-type: none"> <li>Effective August 1, 2019, Chemistry A shift CLS must check the Chemistry L/J graphs on Thursdays. This will be done weekly. An example of the form is attached to this huddle notes, A master copy of this form is in the master copies binder. After completing on Thursdays, submit to Marissa. Please let me know if you have any questions</li> <li>Per our P&amp;P, the L/J graphs review is part of QC review. Unfortunately, this is not done consistently. To avoid further issues like discrepant patient results, failed PT we need to be more consistent in checking QC acceptability and graphs.</li> </ul>	CLS
Mail order pharmacy 	<ul style="list-style-type: none"> <li><b>See flyer attached and on the board</b> <ul style="list-style-type: none"> <li> Medications delivered to your home</li> <li> Delivery is free</li> <li> So convenient</li> </ul> </li> </ul>	ALL STAFF
Supplies	<ul style="list-style-type: none"> <li>Need to file phleb and CLS packing slip to the correct place <ul style="list-style-type: none"> <li> Phleb- in the clipboard up front</li> <li> CLS- middle table, hanging folder</li> </ul> </li> <li>Supplies must be put away during your shift. If not, please endorse to the next shift.</li> </ul>	ALL STAFF
2019 Lab Goals  People Pulse Question: Do you know your goals?	To review CLS and Phleb June and July data. See UBT board	ALL STAFF
UBT	<ul style="list-style-type: none"> <li>Working on three projects</li> <li>Need volunteer for CLS rep and Co-Lead</li> <li>✓ Hand hygiene <ol style="list-style-type: none"> <li>To clean/sanitize work area before the start of your shift. <ul style="list-style-type: none"> <li>Phleb to use communication log</li> <li>CLS to use form in communication log</li> </ul> </li> </ol> </li> <li>✓ Adopt or spread project and People Pulse Action Plan</li> </ul>	ALL STAFF

	<ol style="list-style-type: none"><li>1. Staff picked "Escape Room"</li><li>2. Scheduled for Sept 12</li></ol> <p>✓ Improve TAT</p> <p>People Pulse Question: are you part of the Lab UBT?</p> <ul style="list-style-type: none"><li>• Yes, we all are</li></ul>	
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This concludes the Minutes of the \_July 30, 2019 Lab Staff Meeting.

Prepared by: Marie Rutledge, Patricia Chea, Marissa Calilung \_ Date: 7.30.19

## SAVE TIME. ORDER ONLINE.



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### THRIVE BY MAIL



#### Save money:

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#### Save time:

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Follow 3 simple steps to get your new or refill prescriptions by mail — we'll take care of the rest.

1

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2

Select the prescriptions you need, then enter your payment and delivery information.

3

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Don't have access to a computer or smartphone?  
Call **1-866-206-2983** and follow the prompts to place your order.

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# 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 <b>Received 2 responses from the survey</b>
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

Kaiser Permanente – Moreno Valley Medical Center  
 27300 Iris Avenue, Moreno Valley Ca 92555  
 Chemistry L/J Charts Evaluation Report

Range of Days Evaluated: \_\_\_\_\_ to \_\_\_\_\_ CLS Name: \_\_\_\_\_

Instrument(s): \_\_\_\_\_ Date Evaluated: \_\_\_\_\_

Analyte	OK	Not OK	Comment(s) / Corrective Action
<b>BIORAD CHEM</b>			
ALB			
ALP			
ALT			
AST			
BUN			
CALC			
CK			
CL			
CO2			
CR-S			
DBIL			
<del>GLUM</del>			
K			
LACT			
LD			
LI			
LIP			
MG			
NA			
PHS			
TBIL			
TP			
URIC			
<b>BIORAD IMMUNO</b>			
ACTM			
CAR			
DIGN			
GEN			
PHE			
PHY			
SALY			
THE			
VANC			
VPA			
HCG			

<b>BIORAD AMM/ETOH</b>			
AMM			
ETOH			
<b>BIORAD CSF</b>			
GLUCM			
LACT			
M-TP			
<b>BIORAD PED CTRL</b>			
DBIL			
TBIL			

Analyte	OK	Not OK	Comment(s) / Corrective Action
<b>BIORAD URINE</b>			
CL			
CR-S			
K			
M-TP			
NA			
<b>BIORAD CARDIAC</b>			
CRPH			
BNP			
TROP			
<b>CARDIAC-LT</b>			
TROP			
<b>BIORAD SPECIALTY IMMUNO</b>			
PTHIO			

- Check for Shifts and Trends.

**Shift:** An abrupt change in the mean that becomes continuous on one side of the mean value, maintaining a constant level.

**Trend:** A gradual change in quality control that can be recognized by the values for the reference control that continues in one direction.