


## LAB Dept MEETING – Huddles

**Date of Meeting:** September 24, 2019

**Attendees:** Myrna Ocab, Jocelyn Ybarra, Priscila Dar, Raquel Lecaro, Tessa Strickland, Mark Gomez, Melanie Magee, Neil Lim, Greg Johnson, Bill Craig, Marietes Gonzalez, Juanita Fernandez, Mariela Mora, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS	Thank you Myrna, for helping cover shifts during call offs...lab management	Informational
Safety Tip	<ul style="list-style-type: none"> <li>• <b>September Workplace Safety Question</b> If you could address one safety concern what would it be?               <ul style="list-style-type: none"> <li>➤ Clutter= keep walkways clear, put supplies away before the end of your shift</li> <li>➤ Carts= call materials to pick up carts once we unload the deliveries.</li> </ul> </li>   <li>• <b>How do we dispose empty formaldehyde containers?</b> <ul style="list-style-type: none"> <li>➤ Completely drain formaldehyde container- use up all liquid</li> <li>➤ Triple washed empty container with running water in the sink</li> <li>➤ Put container by bulk trash uncapped for EVS to pick up.</li> </ul> <p>Do not leave empty containers in the hood. Follow above process in disposing them.</p> </li> </ul>	ALL STAFF
Teamwork	<p>Dear team,</p> <p>Teamwork is important. Teamwork makes us strong.</p> <p>As a KP employee, we are expected to follow Principles of Responsibility; treating each other with dignity and respect. When you are working, the most important person are our patients, focus on them.</p> <p>Put away your differences and unite towards helping our patients get better and make sure that they and their family had a great experience under our care.</p> <p>We are celebrating patient experience week. Thank you for making a difference in our patients lives.</p>	ALL STAFF

Cancellation Reasons	Use table below when cancelling orders.	ALL STAFF
Annual Competency	<ul style="list-style-type: none"> <li>CLS annual competency due on October 1, 2019. This is getting close. Please reach out to managers if there's any problem completing this.</li> </ul>	CLS
Body Fluids	<ul style="list-style-type: none"> <li>Reminder to continue saving pleural and peritoneal fluids. We haven't stop doing this yet! Save 2 aliquots for each patient, put in containers provided in Hematology, write type of fluid on the accession label, then put in Chemistry freezer on rack labeled pleural/peritoneal. We need your cooperation. Please help.</li> </ul> <p>Lab staff consensus: Aliquot extra RED tube and give to Hematology together with the EDTA tube.</p>	CLS
Saving Body Fluids	<ul style="list-style-type: none"> <li><i>NEW PROCESS:</i> Phlebotomists will give an extra red top tube filled with peritoneal or pleural fluid to Hematology CLS. This is in addition to the EDTA tube for cell count. CLS will then follow the process above for saving BF. Thank you all for your help and cooperation.</li> </ul>	ALL STAFF
DXC 600	<ul style="list-style-type: none"> <li>We are due to replace our existing DXC 600s, like to like, starting or by the end of this year. More to come.</li> </ul>	CLS
MVGP:0450 Reagent labeling and storage	Please read and acknowledge by Sept 25, 2019	ALL STAFF
Codes	<p>Reminder to prioritize Code Stroke, Code Sepsis, Code OB, Code Blue.</p> <p>All of you are doing great job.</p> <p>We need to continue providing high level of care for these types of patients because their needs are critical and urgent.</p>	ALL STAFF
Amnisure	<p>This vial is for Amnisure ROM test (PAMG-1).</p> 	ALL STAFF

This concludes the Minutes of the September 24, 2019 Lab Staff Meeting.  
Prepared by: Patricia Chea, Marissa Calilung, Marie Rutledge, Opal Hallman  
Date: 9/24/19

# 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 <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

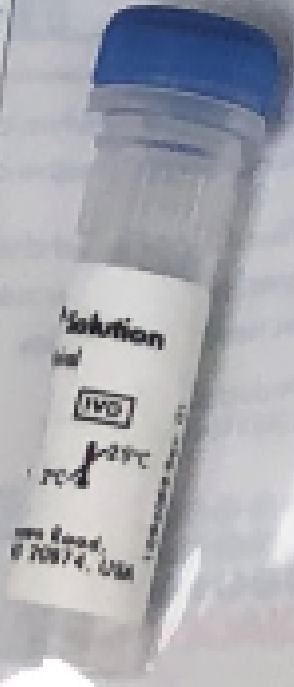
Hello,

Please use this list when cancelling tests. Test cancellation reasons are being monitored.

ACCEPTABLE TEST CANCELLATION CODES	UNACCEPTABLE TEST CANCELLATION CODES
* Confirmed by Another Method	* Accessioned in Error, Test not performed
* Duplicate Request, Test Not Performed	* Clotted Specimen, Test not Performed
* Interfering Substances, Test Not Performed	* Hemolyzed Specimen, Test not Performed
* Lab Request	* Improperly submitted, Test not Performed
* Nrs Collect. No Specimen Recd. Test not performed	* Incompletey Labeled, Test not Performed
* Patient declined, Test not performed	* Instrument Error, Test not Performed
*Patient unable to provide specimen	* Insufficient Voume, Test not Performed
*Patient unavailable, Test not Performed	* Lab Unable to collect, Test not Performed
* Specimen unacceptable for CX, pls reorder PRN	* Mislabeled specimen, Test not Performed
*Stability exceeded. Test Not Performed	* No HPV Specimen, Test not Performed
*Technical Error, Test Not Performed	* Specimen Container Error, Test not Performed
* Test Canceled at Provider's Request-Document RN or MD's Name as comment	* Specimen Damaged, Test not Performed
*Unusual results- Compromised Sample	* Specimen Temp, Error, Test not Performed
* Unpreserved stool Rec'd. Resubmit in SAF	* Unlabeled Specimen, Test not Performed
	* Wrong transport Tube, Test not Performed

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