

LAB Dept MEETING – Huddles

Date of Meeting: October 10, 2019

Attendees: Myrna Ocab, Juliet Garlejo, Raquel Lecaro, Lourdes Maniago, Neil Lim, Mey Phiri, Greg Johnson, Bill Craig, Michelle Trammell, Mark Gomez, Juanita Fernandez, 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"> • Great work for July and Aug ED TAT. We met all parameters (CBC, Trop, Elec) for two months. | Informational |
| Safety Tip | <ul style="list-style-type: none"> • October Safety Question Are there any safety issues that have been overlooked? <ul style="list-style-type: none"> ✓ Cords/BP cuffs/computers in patients room- to call house sup or charge nurse to alert them of safety concern, then report to lab manager or UOR is needed ✓ Get your flu shot- its getting cold, wear warm clothes. • Explain what to do when you hear “Safety Check Please” | ALL STAFF |
| Lab Pendings | <ul style="list-style-type: none"> • Most common <ul style="list-style-type: none"> ✓ UA is pending, but UA C/S was performed ✓ UA is performed, UA sendouts pending ✓ Pending printed by CLS but was not addressed. ✓ Recommend using the cancelation reason guide | ALL STAFF |
| Attendance review | <ul style="list-style-type: none"> • Management to review staff attendance with union stewards starting Oct. • We will follow nursing process= they use 3 occurrences for 3 months. Tardies and call offs are combined. • This is a new process, more information to follow | ALL STAFF |

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|----------------|---|--------------|
| Other Updates | <ul style="list-style-type: none"> • Blood Donation 10/24 in Iris 2 • Ref in main lab- not in use, until further notice, has higher amps/power than previous ref. • Combo in SPA= ref ready to use/ freezer only for non temp sensitive items • CEUs- CLS please submit 24 units • Construction- ongoing construction around the hospital in preparation for the D&T bldg.. • DOT KP Learn- completed | Phlebotomist |
| Items to check | What to do if UA collection time from Cerner and actual collection does not match? To follow | |

This concludes the Minutes of the October 10, 2019 Lab Staff Meeting.

Prepared by: Patricia Chea, Marissa Calilung, Marie Rutledge, Opal Kompan Date: 10/15/2019