


LAB Dept MEETING – Huddles

Date of Meeting: 10/22/19

Attendees: Myrna Ocab, Jocelyn Ybarra, Priscila Dar, Lourdes Maniago, Quang Trinh, Rizza Alcorido, Mey Phiri, Letty Fajardo, Bill Craig, Melanie Magee, Janet Gerges, Juanita Fernandez, Vanessa Cardenas, Mariela Mora, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
<p>KUDOS</p> <p>Gratitude tree</p> 	<ul style="list-style-type: none"> • Anniversary dates for September and October: <ul style="list-style-type: none"> ➢ Juliet Garlejo- 17 years ➢ Priscila Dar- 11 years ➢ Quang Trinh-3 years ➢ Vanessa Cardenas- 2 years <p>CONGRATULATIONS!!!</p> <ul style="list-style-type: none"> • Gratitude Tree- fruit of the month= Cherry • KUDOS to Marietes and Raquel from Melanie for helping cover last weekend and staying late. 	<p>Informational</p>
<p>SAFETY TIP</p>	<ul style="list-style-type: none"> • Discard used gloves in red biohazard containers, not in regular trash. • Please be cautious while in the stairs. Use the hand rails and be mindful of where you step. Don't let a text trip you up. • Flu shots are available. Don't forget your badge sticker. 	<p>Informational</p>
	<ul style="list-style-type: none"> • <i>People Pulse Survey- October 15-30</i> 	<p>ALL STAFF</p>
<p>Supplies</p>	<ul style="list-style-type: none"> • Reminder: If you open the last box of supplies or running low, be sure to log on the Weekly Supply List to be Ordered log so it can be ordered timely. Log promptly to avoid running out of supplies. 	<p>ALL STAFF</p>

Attendance	<ul style="list-style-type: none"> • Use of Manual Time Log- should be rare. Only if phone system is not working. Use phone for clocking in and out. • Missed lunch- MUST get approval from manager before missing lunch. • Attendance review- new process to start October. Manager and union will review staff attendance monthly. • We will send out survey for the vacation bidding process for next year. 	ALL STAFF
Chemistry	<ul style="list-style-type: none"> • Reminder: Do not ignore error codes. Take remedial action if necessary. Example: On DXC600, Sample Probe Obstruction error- probes might need to be flushed due to clogged probes. Monitor patient results. • New DXC 600 arriving next month. This will replace DXC 600#2. DXC600 #1 will be next (sometime in December) after the new DXC 600#2 goes live. Please note: There will only be one working DXC 600 during the period of installation and validation. Lab Instrumentation is aware of this. We need to get same day service and or STAT if service is needed. 	CLS
UBT		

This concludes the Minutes of the _October 22, 2019__ Lab Staff Meeting.

Prepared by: Patricia Chea, Marissa Calilung, Marie Rutledge, Kompan Hallman Date: 10/23/2019