





LAB Dept MEETING – Huddles

Date of Meeting: February 11, 2020

Attendees: Myrna Ocab, Juliet Garlejo, Priscila Dar, Quang Trinh, Dennis Burguillos, Tessa Strickland, Letty Fajardo, Mark Gomez, Juanita Fernandez, Mariela Mora, Casandra Cendejas, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
<p>SAFETY TIP</p> 	<p>Monthly Safety Questions</p> <ul style="list-style-type: none"> • What is your role to ensure we're minimizing the risk of injury in your work areas? <p>Don't run When boxes are on the way, pick it up User proper ergonomics Suggestion to have night shift males help with storing boxes.</p> <p>Reported last month that phleb carts wheels need to be fixed. SPA adjustable table Cart with lift</p>	<p>Informational</p>
<p>KUDOS</p>	<p>Thank you to Lourdes, Raquel, Vanessa, Juliet, Lourdes, and Mark for helping SPA during short staff.</p> <p>Thank you to CLS who helped me pull out data for our bi-annual data integrity check- Tricia</p>	
<p>Vacation Bidding</p>	<p>On going. We are doing the calendar method per staff consensus.</p>	<p>ALL STAFF</p>
<p>QUEST Pending</p>	<p>Common reason for Quest pendings</p> <ul style="list-style-type: none"> • Not logging under Quest SO • Not transferring to Quest when sending out. 	<p>Phlebotomist</p>
<p>QUIET Time</p>	<p>Starting February 2020, we want to give our patients better healing experience.</p> <p>We are expanding our QUIET time to 24/7.</p> <p>We expect our staff to be at library level noise while on the floors.</p> <p>During AM draws, continue to alert patients before turning on lights so they will not get startled. Use the softest light possible</p>	<p>Phlebotomist</p>

	<p>like restroom or headboard. Communication with patients is the key.</p> <p>Note: phleb reported wheel issue with two blue carts and one basket cart. FOLLOW UP.</p>	
Patient Care Experience Fair	<p>Check your scheduled assignment on the UBT board</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  Care Experience Fair Flyer_MVMC_.pub </div> <div style="text-align: center;">  Patient Care Experience Fair 2020.c </div> <div style="text-align: center;">  Lab.Resp.CM.docx </div> </div>	Phlebotomist
CAP inspection window	April 30, 2020 to July 28, 2020	ALL STAFF
Misc Orders	<ul style="list-style-type: none"> We will continued education to all phlebs regarding this process. All manual forms must be ordered as misc test and can now be tracked in Cerner. More information to follow 	
Annual Health Screening	<ul style="list-style-type: none"> MV Lab department is due for annual health screening in February. You can go to employee health starting now. Open Mon to Wed, & Friday. Close Thursday 0700-1700 	ALL STAFF
UBT	<ul style="list-style-type: none"> MLK project: Collection Jan 6-17 (10:00), 2020. Hygiene kit drive for charity. Let any UBT rep know if you are interested. They will pack on Jan 18. Refer on the list and must be full-size items People Pulse Jan 15-30, 2020 2019 People Pulse result is out. We are working on getting the result for our department 	ALL STAFF

This concludes the Minutes of the _02/11/2020 _ Lab Staff Meeting.

Prepared by: Patricia Chea, Marissa Calilung, Marie Rutledge, Kompan Hallman Date: 2/11/2020