






LAB Dept MEETING – Huddles

Date of Meeting: February 27, 2020

Attendees: Myrna Ocab, Juliet Garlejo, Lourdes Maniago, Mey Phiri, Yetunde Kosoko, Bill Craig, Michelle Trammell, Mark Gomez, Melanie Magee, Juanita Fernandez, Vanessa Cardenas, Mariela Mora, Richard Lopez, Patricia Chea, Theda Bryant

Topic	Details	Action Item, responsible person, date due, or informational only
<p>SAFETY TIP</p> 	<p>Monthly Safety Questions</p> <p>What is your role to ensure we're minimizing the risk of injury in your work areas?</p> <ul style="list-style-type: none"> • Focus on your work • Work safely; take your time • Avoid distraction • Making sure no boxes in the way • Clean any spills no avoid slip and fall <p>Discussions In Progress</p> <ul style="list-style-type: none"> ✚ Suggestion to have night shift males help with storing boxes. ✚ Fixing phleb cart's wheels- we are getting extra cart from RMC ✚ SPA adjustable table in progress- getting quote for the base ✚ Cart with lift in progress- purchasing ✚ Asking nurses to deliver specimens at the back- stay with current workflow. ED nurses to log specimens and alert Lab staff including CLS if nobody is in the front. —to continue education ✚ CLS need 8v battery for spare- completed ✚ Suggestion to retire basket cart bec its noisy- in progress 	<p>Informational</p>
<p>KUDOS</p>	<p>Thank you Lourdes and Myrna for being a team player. CLS was short on Monday morning...Tricia and Juliet</p> <p>Thank you Theda for covering for me yesterday...Tricia</p> <p>KUDOS to phlebs working by themselves...Yetunde</p> <p>KUDOS to Theda for helping restock supplies...Juanita</p> <p>Welcome Richard Lopez- Phleb Limited PT Nights</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>

Patient Care Experience Fair	Check your scheduled assignment on the UBT board    Care Experience Fair Flyer_MVMC_.pub Patient Care Experience Fair 2020.x Lab.Resp.CM.docx	Phlebotomist
Code STEMI	Update on the process <ul style="list-style-type: none"> • Phleb response only as needed, RN will call 	Phlebotomist
New Incubator Tote temp 	Please acknowledge the document control form. New incubator tote temp is 34- <38C To check current process: use of chargers (black vs green), when to log, when to turn it on.—in progress	Phlebotomist
Lab Coats	We are switching to disposable lab coats <ul style="list-style-type: none"> • Required to use non-permeable lab coats • Old lab coat is non-compliant, it is not considered as true PPE • Disposable lab coats can be reused several times. • Use hanger with your name. We will discard if unknown. • Received request to order colored? We will check pricing. 	ALL STAFF
Perfect attendance reward	Amazing prizes awaits to amazing staff who has perfect attendance. See attached flyer	ALL STAFF
CAP inspection window	April 30, 2020 to July 28, 2020	ALL STAFF
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 • Projects for 2020 <ul style="list-style-type: none"> ✚ 2020 Collaborative- focus on addressing member/patient concerns ✚ 2020 Adopt/Spread Project ✚ Health and Safety Project- like ergonomics or lowering injury ✚ 2019 People Pulse 	ALL STAFF

This concludes the Minutes of the 02/27/2020 Lab Staff Meeting.
 Prepared by: Patricia Chea, Date: 2/27/2020

ATTENDANCE OVERSIGHT COMMITTEE

2020 PERFECT ATTENDANCE REWARD PROGRAM

Quarterly awards delivered to
employees with Perfect Attendance

To qualify employees must have
0 Sick Time Usage & 0 Tardies



VIP Parking
(RMC & MVH)



1 Bluetooth Speaker
(MOBs)



Raffle Prizes

LET'S HAVE A ROARING GOOD YEAR!!!