
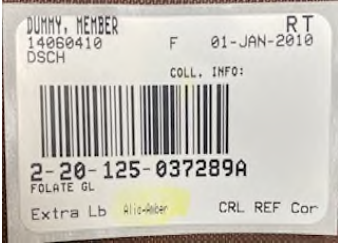


## LAB Dept MEETING – Huddles

**Date of Meeting:** 5/5/2020

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

Topic		Action Item, responsible person, date due, or informational only
SAFETY TIP		
KUDOS 	<ul style="list-style-type: none"> <li>• Happy Employees Week</li> <li>• Thank you to all lab superheroes who are here taking care of our patients.</li> </ul>	
Folate	YTD= 16 cancellations Aliquot to amber tube before sending to RRL 	Phlebotomist
Specimen Processing Area (SPA) PM log	<ul style="list-style-type: none"> <li>• H Op working midnight is responsible for completing the PM log</li> <li>• If you cannot complete, please ask help from your H floor partner or next shift</li> <li>• If you missed the pm, you are required to document at the back of the form under problem log.</li> <li>• All weekly and monthly PM must be completed.               <ul style="list-style-type: none"> <li>▪ Yellow highlight</li> <li>▪ Assigned in the schedule</li> </ul> </li> </ul>	Phlebotomist
AM Draws test of change starting May 6, 2020	Goal: LD results to be completed before 7:30 am to start the discharge process.  M-F	Phlebotomist

<p>To reconvene 5/12/2020 to discuss outcome</p>	<ul style="list-style-type: none"> <li>• H floors to draw L&amp;D at 0400- pick up specimens from other floors (if time permits), then deliver to lab</li> <li>• C1- start with ICU</li> <li>• C2 and C3- rest of the floors</li> </ul> <p>S-S</p> <ul style="list-style-type: none"> <li>• H floors to draw ICU at 0400- pick up specimens then deliver to lab</li> <li>• C1- start with LD- deliver to lab</li> <li>• C2- rest of the floors</li> </ul> <p>CLS: To run and verify right away.</p>	
<p>Annual Competency</p>	<p>Phleb- Quiz due May 8, 2020</p> <p>CLS- due Oct 1, 2020 (we recommend completing early while our census is low)</p> <p>New CLS- follow your 6 months due date</p>	<p>All Staff</p>
<p>ED STAT TAT</p>	<ul style="list-style-type: none"> <li>• We're not meeting the TAT goal (in lab to verify) for CBC (Hgm)</li> <li>• Phlebotomists- Reminder to bring STAT CBCs at the back on a timely manner. Do not wait for the Chemistry in the centrifuge.</li> <li>• CLSs- Run and verify all STAT CBCs right away.</li> </ul>	<p>All Staff</p>
<p>Personal Appearance</p>	<p>Notes:</p> <ul style="list-style-type: none"> <li>• Chewing gum while on duty is prohibited</li> <li>• Inappropriate attire <ul style="list-style-type: none"> <li>✘ Jeans, all colors</li> <li>✘ Aerobic exercise wear</li> <li>✘ Leggings or tight-fitting stirrup pants.</li> </ul> </li> <li>• Patient Care staff- Artificial nails, nail jewelry, nail art and chipped nail polish is not permissible. Clear polish is preferable, and nails should be kept short to medium.</li> <li>• Jewelry and Body piercing- Patient care staff- No dangling earrings or excessive jewelry shall be worn. Earring shall not be larger than a dime. Limit jewelry to no more than two rings or bracelets.</li> <li>• Tattoos- must not be visible</li> <li>• Shall not wear any heavily scented cologne, perfume, cream or lotion.</li> <li>• Make up shall be applied in moderation and good taste</li> </ul>	<p>All Staff</p>

iSED API	<ul style="list-style-type: none"> <li>We failed the recent iSED API PT. Upon investigation, as per ALCOR (manufacturer) the failed PT was attributed to a concentrate being aspirated. This could be on the sample cap, not a button at the bottom or sides of the sample vial.</li> <li>The ALCOR technical specialist recommended to implement a more rigorous pre-mix and confirming the pre-mix instructions are followed. On the next API, increase the time of PT sample mixing on the mechanical rocker (from 25 minutes to 40 minutes) before testing.</li> </ul>	CLS
DXH SMS	<ul style="list-style-type: none"> <li><b>Flushing reagent lines and stainer with Methanol</b> is part of the DXH SMS weekly maintenance. We'd had some SMS issues partly due to this maintenance being missed. Please don't forget to perform, by putting your initials on the maintenance log means that this was done. As part of troubleshooting if this was already done and there's still a problem with the SMS, try to poke the probe with an Access 2 probe brush to use as a stylet.</li> </ul>	CLS

This concludes the Minutes of the 5/5/2020 Lab Staff Meeting.

Prepared by: Patricia Chea, Opal Hallman, Marissa G Calilung, Marie Rutledge Date: 5/5/2020