

**LAB Dept MEETING – Huddles
Read Minutes and Acknowledge**

Date of Meeting: 6/18/2020

Attendees: Juliet Garlejo, Raquel Lecaro, Mey Phiri, Yetunde Kosoko, Bill Craig, Michelle Trammell, Mark Gomez, Melanie Magee, Vanessa Cardenas, Erica Torres, Patricia Chea, Marissa Calilung, Marie Rutledge, Theda Bryant

Topic		Action Item, responsible person, date due, or informational only
SAFETY TIP	<ul style="list-style-type: none"> • Dispose waste in correct waste bin. This is including floors and lab. During audit, wastes was found in regular trash that should not be there. • Dispose masks properly. N95 in red bins, “Cover you cough” any bin including regular trash. If unsure and mask is soiled and exposed to hazards, use red bins. 	All Staff
KUDOS	<p>Lab Week Celebration June 22 and 26. Lets all have fun and enjoy the week.</p> <p>Thank you for all your hard work and resilience during these difficult times.</p>	All Staff
100% N95 reprocessing	<ul style="list-style-type: none"> • All staff who use N95 must return at the end of their shift. Goal is 100% reprocessing. • Use the new log to indicate when you returned the N95 • Bins will be picked up every Tuesday. • ETA of return is about 48 hours. 	
Lactic Acid Process	<ul style="list-style-type: none"> • Juanita volunteered to reach out to other phlebs regarding lactic acid aliquoting workflow. She would like to hear from you so please cooperate. • This is a good brainstorming and teambuilding activity. 	Phlebs
Supplies	<ul style="list-style-type: none"> • A friendly reminder to replenish supplies as needed or at the end of the shift • CLSs – replenish supplies like BB tubes, samples cups, pipets, etc. at the end of each shift. 	ALL STAFF
Inventory	<ul style="list-style-type: none"> • It’s everyone’s responsibility to make sure we don’t run out of supplies • Our process is to write the item on Supply List To be ordered form if we’re low or are using the last one. We can call RMC, etc. to borrow if needed right away and log on the loaned/borrow form, 	ALL STAFF

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	<p>and/or let a manager know. For phlebotomy, some items, regional or send out, can be ordered online. The lab staff assigned to do inventory are doing a great job but need our help. It's a team effort to make sure we don't run out of anything.</p>	
iQ200	<ul style="list-style-type: none"> Beckman application specialist enabled the EFR (Edit Free Release) feature on the iQ200. This is to review parameters that are colored yellow only. Currently, we are reviewing all parameters. Continue with our current process till we go live on the EFR feature. The EFR will cut down review time, therefore will improve workflow and TAT. More on this to follow. 	CLS
Convalescent plasma	<ul style="list-style-type: none"> Convalescent plasma is live at MVMC and all product codes are in Cerner. First Convalescent was given 6/12. Workflow was emailed to CLS and if you have any questions or concerns contact Marie (manager) 	CLS
Annual and 6- month competencies	<ul style="list-style-type: none"> Please remember to use the blind samples in the fridge once I email that they are available especially specimens that we normally do not get e.g. adult DAT, ABID etc. 	CLS
Blood Bank reagents for vision	<ul style="list-style-type: none"> For reagents on the Vision please make sure that you use the current lot before using a new lot. 0.8% Selectogen and 0.8% Affirmagen have mismatched expiration dates with the Affirmagen expiring two weeks after the Selectogen. This only happens with these reagents, so please do not try to match these reagents per expiration date. This is a standing order and we just can't simply order a new box like other reagents. 	CLS

This concludes the Minutes of the 6/18/2020 Lab Staff Meeting.

Prepared by: Patricia Chea, Marissa G Calilung, Marie Rutledge Date: 6/18/2020

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MVMC Lab Specimen Processing Shift Report

Date _____ Time: _____ (To be completed 30 mins before end of your shift)

Outgoing Phleb: _____ Oncoming Phleb: _____ (File)

ED Paper Checked and Filed Area Clean and Wiped Down
 No specimen in CO2 Incubator/Micro Hood Quest and ARUP transferred to SO/Pending printed
And Attached

Indicate Number of Totes Ready for Courier Pick up (**Packing Slip Closed**, **Pac Trac Printed**, **Temperature Logged**)

Red tote- RMC Quest Frozen ARUP Frozen
 Purple tote- CRL Quest Ref Incubator- CRL
 Pathology Bin- RMC Quest Ambient Other: _____
 Called A-Line at 0100 for 0400 pick for Pathology. Tracking # _____

Specimen Issue Nothing to report

Computer Issue (Cerner, Printer, Label Printer, Scanner, etc) Nothing to report

Equipment Issue (Centrifuge, Incubator, Hood, Refrigerator, etc) Nothing to report

Miscellaneous (MAYO pick up, Coroner pick up, etc) Nothing to report

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CHECK IF MORE INFORMATION AT THE BACK _____ **ALL specimens must be sent to the next available courier**