





## LAB Dept MEETING – Huddles

**Date of Meeting:** Sept 22, 2020

**Attendees:** Myrna Ocab, Juliet Garlejo, Priscila Dar, Quang Trinh, Dennis Burguillos, Tessa Strickland, Mark Gomez, Juanita Fernandez, Erica Torres, Sandy Burciaga, Christina Burns, Theda Bryant, Patricia Chea, Marissa Calilung, Marie Rutledge

Topic	Details	Action Item, responsible person, date due, or informational only
KUDOS SAFETY TIP	<ul style="list-style-type: none"> <li>• KP Mask Holder for each employee</li> <li>• Don't get a ticket from KP security, register your car-check your emails for instruction and link. Due by Oct 18.</li> <li>• Fall Prevention Month   Who is at risk for fall? <b>EVERYONE</b></li> <li>• Purple tote stacked with ice packs inside- when phleb pulled the tote it was heavy with risk of hitting our staff.   <b>All totes must be emptied before putting away</b>   <b>Any suggestion on how to make sure it's being done? E.g. to add in SPA checklist?</b></li> </ul>	Informational
Patient Awareness Week Winners	<ul style="list-style-type: none"> <li>• Bingo- Vanessa Cardenas</li> <li>• Crossword- Priscila Dar</li> </ul>	
Supplies	<ul style="list-style-type: none"> <li>• Reminder to log in all supplies loaned and borrowed on the form</li> <li>• Items returned, it's very important to please document when returned as well</li> </ul>	ALL STAFF
STAT centrifuge	<ul style="list-style-type: none"> <li>• Reminder to use the STAT Spin centrifuge for all ED chemistries and the Lactic acid centrifuge for all lactic acid tests. <b>DO NOT use the 15- minute big centrifuge for ED STATs.</b></li> </ul>	ALL STAFF
STAT TAT	<ul style="list-style-type: none"> <li>• We're still not meeting our STAT turn around time for ED CBC. The regional goal is 20 minutes from in lab to verify. We need to keep on working on this. <ul style="list-style-type: none"> <li>➤ Phlebotomists- bring all ED CBC's to testing area as soon as logged in. Do not wait for the Chemistry in the centrifuge. Announce the STAT CBCs. <b>DO NOT</b> batch CBC's, always bring to</li> </ul> </li> </ul>	ALL STAFF

	<p>CLS as soon as logged in. Do not wait to log in the specimens that just got in before taking all at the back.</p> <ul style="list-style-type: none"> <li>➤ CLSs- analyze promptly as soon as receive in the back. Release the Hgm part right away. Do not wait for the manual diff or smear review if there is. You can check the parameters that can be released and leave the ones that needs to be reviewed like the platelet count, etc.</li> </ul>	
<p>Big Body Fluid Container found in refrigerator</p>	<p>What is our process when we receive BF in big IV glass container?</p> <ul style="list-style-type: none"> <li>▪ For Cytology- send the whole bottle</li> <li>▪ For Heme and Micro- aliquot in testing tubes and sterile cup</li> <li>▪ No order- do not accept</li> </ul> <p>Please do not save the big container in the refrigerator</p>	<p>Phlebotomist</p>
<p>For non-HC send out orders (Quest, Mayo, Arup)</p>	<ul style="list-style-type: none"> <li>• Cerner Miscellaneous Outside Lab Order       <ol style="list-style-type: none"> <li>1. Physician ordered test that is not orderable in HealthConnect</li> <li>2. Fill out the requisition form</li> </ol> </li> </ul> <div data-bbox="646 976 1117 1591" data-label="Form"> </div> <ol style="list-style-type: none"> <li>3. Order Miscellaneous test in Cerner- see Powerpoint</li> <li>4. Send labeled specimen with the req form to reference lab- process and track as usual</li> <li>5. Go to ref lab website to enter accession number.</li> </ol>	<p>Phlebotomist</p>



Cerner MISC Order  
Pilot Pilot MARCH 202

Courier Pathology Form

- Under Lab Staff name and NUID- Who fills up this up- the one who prepared the bin or the lab staff in processing when courier picks this up?
- Lab staff to sign when courier is here. Need **WARM** Hand Off.

Phlebotomist

Phleb Workflow Reminders

1. **Lab Collect vs RN Collect.**
  - Lab Collect- Lab responsibility.
  - RN Collect- RN responsibility.
  - If Lactic acid reflexed which is a lab collect, while patient is still in ED, do we transfer to RN draw? **Remember, lab collect orders is our responsibility so no. Call ED to collect and if they don't we have to draw.**
  
2. **RN does not want the order anymore. What do you do?**  
See policy MVPH4270. Do not transfer the order to RN collect.  

If an RN is asking to change the time and/or date of collection, or to cancel an order; the lab assist should instruct the RN to discontinue the lab order in KP Health Connect. Instruct RN to re-order the lab order(s) as appropriate.

In order to update the collection list in the KPPI, the lab assistant must update the handheld (wireless) or dock (in non-wireless). If after 30 minutes the lab order is not discontinued, the lab assistant will proceed to collect the lab order(s).
  
3. **You have a hard stick patient for routine; phleb tried 2x; nurse wants next shift to try. What do you do?**  
See Venipuncture policy. You still have to follow CPOE guidelines (TC= 15 mins, Routine= 1.5 hours, Stat= Now or <30 mins)
  - Draws are limited to 2 [two] attempts per phlebotomy for hard draws. A second person may attempt the draw with a limit of 2 [two] attempts.
    - Ask patient permission for additional draws after each attempt is missed.
    - If unable to draw the blood, refer patient to a supervisor [outpatient] or nurse [inpatient] per local policy.
    - Inpatient – after first phlebotomist misses, inform nurse of inability to draw specimen and ask for instructions.
  
4. **Can phleb modify the time bec it's a hardstick?**

Phlebotomist

	<ul style="list-style-type: none"> <li>• Follow the rules for modifying orders. If it does not fall on any of those then no. Must follow CPOE guideline. <ul style="list-style-type: none"> <li>• Patient not in room.</li> <li>• Patient receiving blood</li> <li>• Patient having procedure</li> <li>• Patient refused</li> <li>• Unable to draw 1<sup>st</sup> try</li> <li>• Unable to draw 2<sup>nd</sup> try</li> </ul> </li> </ul> <p>5. Can phleb cancel duplicate orders? Only if you are consolidating orders. E.g you have CBC and H&amp;H order, you can consolidate by cancelling H&amp;H. See policy MVPH4270</p> <p>Phlebotomists are NOT ALLOWED to cancel any lab order(s) in any circumstances, except ONLY when he/she is consolidating laboratory tests into one specimen tube. Use cancellation reason code: “consolidate test”. <b>Consolidation process is used primarily to avoid unnecessary repetition of tests and large blood draw volumes.</b></p> <p><b>NOTE:</b> Consolidate ONLY laboratory tests for the following scenarios:</p> <ol style="list-style-type: none"> <li>1. Lab tests ordered with the same priority (stat, timed critical, routine) and collection time and date.</li> <li>2. Other scenarios: (see below)</li> </ol>	
UBT		



**KAISER PERMANENTE®**

## **Silicone Mask Holder**

### **Instructions & Care**

This food-grade silicone mask holder allows for the storage of masks in an easy and convenient way.



#### **To use:**

- **Unfold the mask holder**
- **Place the mask flat inside holder**
- **Fold upwards**
- **Fold horizontally.**
- **Now connect the two rings together and you've got your mask pouch!**

To sanitize, simply take a disinfectant wipe or sanitizer containing at least 62% alcohol content and clean the case. Another method is to use a UV sterilizer to kill any germs!

This concludes the Minutes of the \_September 22, 2020 Lab Staff Meeting.  
Prepared by: Patricia Chea, Marissa Calilung, Marie Rutledge\_ Date: 9/24/2020\_