









LAB Dept MEETING – Huddles

Date of Meeting: 02/09/2021

Attendees: Priscila Dar, Raquel Lecaro, Myrna Ocab, Neil Lim, Quang Trinh, Robert Oda, Tessa Strickland, Erica Torres, Mark Gomez, Juanita Fernandez, Christina Burns, Mariela Mora, Letty Fajardo, Marietes Gonzalez, Arenia Champagnie, Theda Bryant, Patricia Chea, Marissa Calilung

Topic	Details	Action Item, responsible person, date due, or informational only
SAFETY TIP	<p>Missing Sharps containers on the floors</p> <ul style="list-style-type: none"> • Room 1101- has sharps • Room 1326, 1002, SU06- has sharps confirmed by EVS • SU05- need sharps for bed 2,3,4- PPE supplies like gowns not consistent- to follow up <p>Breakroom- found two chairs last Monday morning even after multiple huddles, signs, and communication</p> <ul style="list-style-type: none"> ✓ Agreement- management will request again if we can use breakroom even for one employee at a time, for the meantime, please do not eat in breakroom. ✓ Staff mentioned that EVS are putting chairs in breakroom when sweeping floors- will communicate to EVS manager ✓ Staff requesting something to clean table when eating outside- we will ask for more PDI wipes <p>Do not eat or put chairs in breakroom</p> 	Informational

<p>KUDOS</p>		
<p>Lab Employee Health Screening</p>	<div style="text-align: center;">  <p>February is Lab's turn for the Annual Health Screening</p> </div> <p>All Lab employees are required to go to Employee Health for the mandatory Annual Health Screening as part of our employment.</p> <p>Common Questions</p> <ul style="list-style-type: none"> • Can staff go to other KP Locations? Yes, preferably within Riverside Service area but accepted from any KP Locations • I just got my COVID vaccine, will that have any effect? It is recommended to wait 4 weeks after the last dose before TB testing. However, we are still required to go to EH in February for the questionnaires and fit testing. • Can we submit the health screening from another job? Yes, but we still need to complete the KP questionnaire The outside documents must have clear information on where, when, what, result of TB test then fax to Employee Health • What are the options for night shift staff? EHS Riverside opens at 730; MVMC at 700 am. Most night shift staff go during early mornings. MVMC is open M-F except Thursday <p style="text-align: center;">✓</p> <p style="text-align: center;">Last check in time will be 1700. And NO THURSDAY</p>	<p>All Staff</p>
<p>New Items</p>	<p>Phlebotomist</p> <ul style="list-style-type: none"> 🚚 2 new Phleb carts- available 🚚 2 new KPPI case- available 🚚 4 new KPPI- coming <p>CLS</p> <ul style="list-style-type: none"> 🚚 Construction for bio-hood- will start soon 🚚 Trop hs- coming 	<p>ALL STAFF</p>

	 Low Molecular Weight Heparin- coming	
Schedule	<p>Per your request, we are now using smart force.</p>  <p>Ability SmartForce</p> <ul style="list-style-type: none"> • Scheduling Staff Quic • Virtual training available in smart force website. 	ALL Staff
Workflow Reminders	<ul style="list-style-type: none"> • Downtime workflow <ul style="list-style-type: none"> ✓ Initiate form whoever recognized unscheduled downtime. ✓ Once system is working- perform validation. Two different forms- <4 hours using one accession by Chem CLS and >4 hours for CBC, UA, Chem, BB, Coag, and Micro by ALL CLS. • Ambulatory Critical Call <ul style="list-style-type: none"> ✓ Always leave a call back information or voicemail. E.g. "Hi. My name is Minnie Mouse from Lab. I have a critical result. Please call me at 8 299 3794." • CALL the on-call manager after office hours for any question or call offs. Make sure to SPEAK to a manager. Texting is not the most efficient communication as it can cause delays. 	ALL Staff
Chemical Hygiene Training	<ul style="list-style-type: none"> • The original due date was December 2020 and has a new due date on January 31,2021. For those who haven't done this mandatory training, submit KP Learn certificate and quiz to Theda as soon as possible no later than 2/16/2021. • Chemical Hygiene Training for Lab Employees 2021- Class ID 0000871224 	ALL STAFF
New KPPI Training Materials	   <p>TC52 Collection Job Aid 12.2020.docx vs Order 12.2020.docSpecimen Collection T</p> <ul style="list-style-type: none"> • 	Phlebotomist

Medicopia orders release	<ul style="list-style-type: none"> • Reminder do not release or push orders in Medicopia early. • This was discussed many times before and it should not be happening anymore. Reach out to a manager if you have additional questions. 	Phlebotomist
DXC 600 service	<ul style="list-style-type: none"> • For DXC600 #2- Beckman warranty expired already. Start calling Sherman Way Lab Instrumentation effective immediately for service and repair. • For DXC600 #1- Beckman warranty expires on January 28, 2021. Call Sherman Way Lab Instrumentation for service and repair starting on January 28,2021. 	CLS
DxH 800 QC	<ul style="list-style-type: none"> • Accumulating QC data (new lot parallel) also requires review by CLS so data can all be included in statistics. Always review all QC runs. 	CLS
QC issue documentation	<ul style="list-style-type: none"> • Always document any QC problem or issue on analyzer and manual problem log. 	CLS
Blood Bank	<p>Reminder that we need to have blood products in our shelves at all times.</p> <ul style="list-style-type: none"> ✓ Do not release last unit unless its hemorrhage or emergency protocol or has approval from Dr Taira or Manager. 	CLS

This concludes the Minutes of the _February 09, 2021 Lab Staff Meeting.

Prepared by: _Patricia Chea, Marissa Calilung Date: _2/09/2021_____