
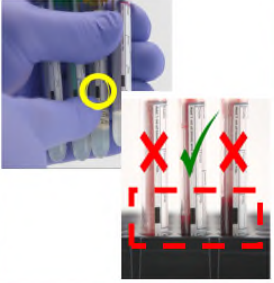
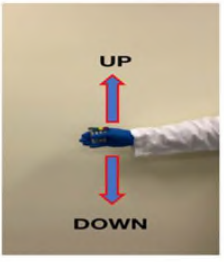




LAB Dept MEETING – Huddles




Date of Meeting: 02/25/2021

Attendees: Juliet Garlejo, Yetunde Kosoko, Raquel Lecaro, Lourdes Maniago, Robert Oda, Mey Phiri, Sandy Burciaga, Juanita Fernandez, Mark Gomez, Mariela Mora, Erica Torres, Michelle Trammell, Theda Bryant, Patricia Chea, Marissa Calilung, Annaleah Raymond

Topic	Details	Action Item, responsible person, date due, or informational only
SAFETY TIP	<p>Bathroom sink- water splash on the floor. Be careful to prevent slip and fall. Suggestion to get aerator for faucet- Management will look into it.</p> <p>Ice packs still in the totes- reminder to remove Ice pack before putting totes away. It gets heavy when staff tries to pull them out and it's a risk for injury.</p> <p>Self Check Badge- Reminder to swipe your badge at the entrance as proof of your covid symptoms self check.</p> <p>Construction in the lab- be careful when going to the back. Bio-Hood construction on going- goal is to complete project by March 8.</p>	Informational
KUDOS		

<p>Lab Employee Health Screening</p>	<div data-bbox="505 218 1166 317" data-label="Section-Header">  <h2>February is Lab's turn for the Annual Health Screening</h2> </div> <div data-bbox="542 338 1136 405" data-label="Text"> <p>All Lab employees are required to go to Employee Health for the mandatory Annual Health Screening as part of our employment.</p> </div> <div data-bbox="505 464 672 489" data-label="Section-Header"> <h3>Common Questions</h3> </div> <div data-bbox="532 510 1166 1024" data-label="List-Group"> <ul style="list-style-type: none"> <p>Can staff go to other KP Locations? Yes, preferably within Riverside Service area but accepted from any KP Locations</p> <p>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.</p> <p>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</p> <p>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> </div> <div data-bbox="428 1062 451 1087" data-label="Image"> </div> <div data-bbox="428 1121 1149 1157" data-label="Text"> <p>Last check in time will be 1715. And NO THURSDAY</p> </div>	<p>All Staff</p>
<p>QFT Collection Guide- follow process to prevent rejection or indeterminate result</p>	<div data-bbox="570 1247 1089 1329" data-label="Section-Header"> <h2>Collection Guideline for QFT plus 3 easy steps</h2> </div> <div data-bbox="396 1350 1256 1707" data-label="Complex-Block"> <div data-bbox="396 1350 699 1707" data-label="Complex-Block"> <p>1. Collect all 4 tubes up to the black mark (0.8 – 1.2 mL)</p>  </div> <div data-bbox="699 1350 1003 1707" data-label="Complex-Block"> <p>2. Shake the tubes for 5 -10 seconds up and down</p>  </div> <div data-bbox="1003 1350 1256 1707" data-label="Complex-Block"> <p>3. Send to the LAB immediately</p>  </div> </div>	<p>Phlebotomist</p>

<p>Flow Cytometry</p>	<p>New workflow</p> <ul style="list-style-type: none"> MVMC and Iris 2 B&T orders will be sent directly to Flow Cytometry. We will be ordering more B&T totes <p>Phleb- will draw Hold EDTA orders; print Flow Cytometry orders from HC. Send All specimens to Flow Cytometry.</p> <p>CLS- run CBC and print result. Make 7-10 smears.</p> <p style="text-align: center;">In-patient Blood Flow Cytometry Workflow</p> <p>A) Ordering Physicians</p> <ul style="list-style-type: none"> A manual order is no longer required The providers will be trained to order <u>SmartGroup</u> Panel which will auto-populate the following orders. <ul style="list-style-type: none"> <u>PNL BLOOD FLOW CYTOMETRY (0278281)</u> <ul style="list-style-type: none"> DRAW AND HOLD EDTA WHOLE BLOOD FOR FLOW CYTOMETRY CBC W/ DIFFERENTIAL, AUTO SURGICAL PATHOLOGY <ul style="list-style-type: none"> Source of Specimen- "PERIPHERAL BLOOD, FLOW CYTOMETRY" <p>B) Phlebotomist</p> <ul style="list-style-type: none"> Phleb will draw: <ul style="list-style-type: none"> 1 Hold EDTA Whole Blood for Flow Cytometry 1 EDTA tube fore CBC w/ Differential, Auto Check and print order from <u>HealthConnect</u> under Surgical Path tab Send All specimens (EDTA Hold and CBC, Slides from CLS, Body Fluid, etc) including the HC order printout to Flow Cytometry dept directly <ul style="list-style-type: none"> <u>Pactrac</u>- KP Sunset Flow Cytometry Use the designated green tote or purple tote with BT label Close using red zip tie Iris 2 will send their specimens to MVMC <p>C) CLS</p> <ul style="list-style-type: none"> CBC <ul style="list-style-type: none"> Run and print copy of the result. Make 7-10 unstained peripheral smears Give EDTA tube and slides to Phleb 	<p>All Staff</p>
<p>Downtime Workflow</p>	<ul style="list-style-type: none"> Downtime workflow <ul style="list-style-type: none"> ✓ Initiate form whoever recognized unscheduled downtime. <ul style="list-style-type: none">  Included in the form= calling help desk and alerting house supervisor ✓ Once system is working- perform validation. Two different forms- <4 hours using one accession by 	<p>ALL Staff</p>

	Chem CLS and >4 hours for CBC, UA, Chem, BB, Coag, and Micro by ALL CLS.																																																																																																																																																										
New KPPI Training Materials	   TC52 Collection Job Aid 12.2020.docx vs Order 12.2020.doc TC52 Job Aid Patient vs Order 12.2020.doc Medicopia TC52 Specimen Collection T	Phlebotomist																																																																																																																																																									
New Blood Bank Min Inventory Level	<ul style="list-style-type: none"> Perform inventory daily and place order before 800 am Order per patient if inventory is half of the min level <table border="1"> <tr> <td colspan="9" style="text-align: center;">Kaiser Permanente Moreno Valley Medical Center</td> </tr> <tr> <td colspan="9" style="text-align: center;">Laboratory</td> </tr> <tr> <td colspan="9" style="text-align: center;">27300 Iris Ave.</td> </tr> <tr> <td colspan="9" style="text-align: center;">Moreno Valley, CA 92555</td> </tr> <tr> <td colspan="9">Minimum Inventory Levels</td> </tr> <tr> <td colspan="9">Red Cells</td> </tr> <tr> <td></td> <td>O+</td> <td>A+</td> <td>B+</td> <td>AB+</td> <td>O neg</td> <td>A neg</td> <td>B neg</td> <td>AB neg</td> </tr> <tr> <td>Stock Levels</td> <td>20</td> <td>20</td> <td>6</td> <td>0</td> <td>10</td> <td>6</td> <td>6</td> <td>0</td> </tr> <tr> <td colspan="9">Aspheresis Platelets</td> </tr> <tr> <td>Minimum</td> <td>1</td> <td>1</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">or two random if O or A are not available</td> </tr> <tr> <td colspan="9">Plasma</td> </tr> <tr> <td>Frozen Plasma</td> <td>O</td> <td>A</td> <td>B</td> <td>AB</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Minimum</td> <td>10</td> <td>10</td> <td>6</td> <td>10</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="9">Cryoprecipitate pool frozen (pooled 5 units each)</td> </tr> <tr> <td colspan="9">Minimum pooled cryo = 2 units any blood type</td> </tr> <tr> <td colspan="9"> <p style="color: red;">Perform inventory and place order daily before 800 am</p> <p style="color: red;">Order per patient if inventory is half of the minimum level</p> </td> </tr> </table> <p>Communicate any orders to next shift. Leave a printout of your LS orders for others to see.</p>	Kaiser Permanente Moreno Valley Medical Center									Laboratory									27300 Iris Ave.									Moreno Valley, CA 92555									Minimum Inventory Levels									Red Cells										O+	A+	B+	AB+	O neg	A neg	B neg	AB neg	Stock Levels	20	20	6	0	10	6	6	0	Aspheresis Platelets									Minimum	1	1							or two random if O or A are not available									Plasma									Frozen Plasma	O	A	B	AB					Minimum	10	10	6	10					Cryoprecipitate pool frozen (pooled 5 units each)									Minimum pooled cryo = 2 units any blood type									<p style="color: red;">Perform inventory and place order daily before 800 am</p> <p style="color: red;">Order per patient if inventory is half of the minimum level</p>									CLS
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UBT	<p>UBT meeting every 4th Thursday of the month.</p> <p>Please complete the survey form in breakroom and submit to Tricia by March 3. Blast notification sent through SmartForce.</p> <p>We want to hear from you.</p>	All Staff																																																																																																																																																									

This concludes the Minutes of the February 25, 2021 Lab Staff Meeting.

Prepared by: Patricia Chea, Marissa Calilung Date: 2/26/2021

