


## LAB Dept MEETING – Huddles

**Date of Meeting:** June 1, 2021

**Attendees:** Laboratory staff

| Topic   | Details  | Action Item, responsible person, date due, or informational only |
|---|--|--|
| <p>KUDOS<br/>SAFETY TIP</p>  | <p>Lab Construction Update</p> <ul style="list-style-type: none"> <li>• Tues to Friday- construction will put up a plastic barrier in specimen processing area hallway to breakroom.               <ul style="list-style-type: none"> <li>✓ Walkway will be narrow</li> <li>✓ May not be able to use breakroom</li> <li>✓ Starts at 1930 for 8 hours</li> </ul> </li> </ul> <p>Thank you Myrna for being pro-active with low supply inventory. She checked the supplies that are low and borrowed from RMC before the holiday.</p> | <p>Informational</p>   |
| <p>KP Learn</p>   | <ul style="list-style-type: none"> <li>• Log in to your KP Learn and complete mandatory trainings</li> </ul>   | <p>ALL Staff</p>   |
| <p>Phleb Annual Competency</p>  | <ul style="list-style-type: none"> <li>• Annual Competency in MedTraining due in June including repeats.</li> <li>• Please complete right away bec it will not be available after June</li> </ul>  | <p>Phlebotomist</p>  |
| <p>Guideline for draws and Processing for Specimens</p>   | <p style="text-align: center;"><b>ALL shifts must have a written and verbal hand off communication.</b></p> <p>Attaching our guideline for draws and specimen processing.<br/> <span style="color: blue;">Reminder, this is NOT intended for staff to stop working if outside the cut off time.</span></p> <p>This is only if you have so many specimens and not enough time to finish.</p>  | <p>Phlebotomist</p>  |

**Guideline for inpatient draws and processing of specimens starting December 15, 2018**

|          | Start of draw/<br>processing of<br>specimens | Routine    | STAT      | Timing<br>Critical |
|----------|--|------------|-----------|--------------------|
| C shift  | 0445   | ≥0515-1245 | 0515-1245 | 0515-1245          |
| D shift  | 1246   | 1246-2045  | 1245-2045 | 1245-2045          |
| H1 shift | 2046   | 2046-0445  | 2046-0445 | 2046-0445          |
| H2 shift | 2116   | 2116-0514  | 2116-0514 | 2116-0514          |

Note: this guideline is to help phlebs prioritize if you have too many things going on but it should not stop staff to continue working until the end of their shift.

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| Medicopia Notes                                | <ul style="list-style-type: none"> <li>To document name of RN and detailed information when modifying time in Medicopia/KPPI.</li> <li>E.g. patient having transfusion. Document name of RN who asked you to modify time of draw due to transfusion. <b>“RN Minnie Mouse said to draw after 2 hours”</b></li> <li>This is a good practice and to protect you for any test modification.</li> </ul> | Phlebotomist |
| Pathology specimens after last courier pick up | <ul style="list-style-type: none"> <li>Call A-line at 0100 or earlier to pick up at 0400.</li> <li>For amputations- Put ICE and call RMC manager that a specimen is coming (so RMC will watch out for it and put in refrigerator) <ul style="list-style-type: none"> <li>✓ Remember, these are fresh specimen and has no formalin. Need to keep cold at all times.</li> </ul> </li> </ul>          | Phlebotomist |
|  | <ul style="list-style-type: none"> <li></li> </ul>   | ALL STAFF    |
|  |  | ALL STAFF    |
| UBT  |  |              |

This concludes the Minutes of the \_\_June 1, 2021\_\_\_\_ Lab Staff Meeting.

Prepared by: \_Patricia Chea, Marissa Calilung\_ Date: \_6/2/2021\_\_\_\_