



LAB Dept MEETING – Huddles
Don't forget to acknowledge the sign in sheet





Date of Meeting: August 12, 2021

Attendees: Dennis Burguillos, Vanessa Cardenas, William Craig, Priscila Dar, Juliet Garlejo, Mark Gomez, Marietes Gonzalez, Kathy Jose, Lourdes Maniago, Mariela Mora, Sumera Nazir, Myrna Ocab, Michelle Trammell, Patricia Chea, Lottie West, Theda Bryant



Topic	Details	
<p>KUDOS</p> 	<p>Management would like to show our appreciation by having Nachos Day!!! Thank all for working extra shifts, staying longer hours, volunteering to work more days to help with staffing coverage. Aug 17 and Aug 20.</p> <p>Happy Birthday August celebrants.</p> <p>Appreciate give perfect attendance award</p>	
<p>SAFETY TIP</p>	<p>If sharps container on the floor are full and need replacement</p> <ul style="list-style-type: none"> ✓ Alert nurse or charge nurse or ✓ Report to EVS for replacement 6606 <p>Be careful with water on the floor with Chemistry</p>	<p>Informational</p> 
<p>KP Learn to complete</p>	<ul style="list-style-type: none"> • Annual Compliance and Ethics due July 31 • Laboratory Safety 2021 (see Marissa email) • Preventing Harassment in the Workplace • Abuse Assessment and Reporting • Equal Access and Effective Communication 	<p>ALL Staff</p>
<p>Staffing Update</p>	<ul style="list-style-type: none"> ✓ 1 Per diem phleb open ✓ 1 Temp C shift open for Phlebotomist ✓ 2 CLS Per Diem available ✓ 2 CLS PT- new hires ✓ Check your smartforce- we are adding the following shifts to help staff with high census and increase in COVID <ul style="list-style-type: none"> • 4 hours C shift from 530-930 to help SPA, pick up specimens, respond to ED codes, accession specimens, etc • Consistent D3 Phleb • Additional bodies for Sat and Sun • We continue to monitor the census and will keep everybody posted 	

<p>Vaccination verification for all employees- to complete by August 23</p>	<p>A message from Frank Hurtarte, SVP, KPSC, HPIH, and Sylvia Everroad, RN, COO, SCPMG:</p> <p>During the course of the pandemic, we have all worked together to help keep our colleagues, patients, members, and communities healthy. Thank you for everything you've done and are continuing to do to prioritize safety and well-being.</p> <p>We are announcing a new process in response to the ongoing COVID-19 pandemic that will help us ensure we have all necessary information to maintain a safe workplace.</p> <p>Vaccine verification requirement</p> <ul style="list-style-type: none"> • By Monday, August 23, 2021, employees (including those who may not regularly work out of a KP office or building, or who are currently working remotely), are required to submit proof of full COVID-19 vaccination or complete a declination form. • If you submit proof of vaccination, you will receive a badge sticker, which will allow us to determine the most appropriate infection prevention protocols and may allow you to adhere to different workplace safety rules than unvaccinated individuals, depending on law, public health authority orders, and KP policies. • More information on when and how stickers will be distributed will be shared in the coming weeks. <p>Beginning Tuesday, August 24, 2021, unvaccinated employees, including those who have not provided any proof of vaccination or who have completed a declination form:</p> <ul style="list-style-type: none"> • Will be asked to follow workplace safety rules applicable to unvaccinated individuals, based on federal, state, and local laws, public health authority orders, and KP policies. • These may include rules such as: masking, social distancing, additional education on COVID-19 vaccines and safety training, routine proof of negative COVID-19 test results. <p>How to submit verification</p> <p>To submit your proof of COVID-19 vaccination, or complete a declination form, please select one of the 3 options below:</p> <ol style="list-style-type: none"> 1. I authorize KP as my employer to obtain my COVID-19 vaccination status from my medical record – click here 2. I would prefer to upload vaccination information myself – click here 3. I wish to complete a declination form – click here <p>If you are a Program Office or IT employee, please also use the links above and the information will be routed appropriately.</p> <p>If you are not vaccinated, but would like to schedule an appointment, please visit kp.org.</p> <p>Thank you for your support in helping Kaiser Permanente continue fulfilling its mission of providing high-quality, affordable care. If you need additional guidance, please refer to the FAQs below or the Job Aids on HRconnect.</p> <p>For technical issues, please contact the IT Help Desk. All other questions can be directed to your Employee Health department or your manager.</p>	
<p>Due dates to remember</p>	<p>KP Learn REQUIRED BY ALL STAFF;</p> <ol style="list-style-type: none"> 1. ANNUAL OSHA CLINICAL SAFETY TRAINING FOR CALIFORNIA: CLASS ID 0000872517 2. CHEMICAL HYGIENE TRAINING FOR LAB EMPLOYEES 2021: CLASS ID 0000871224, 3. SPOTLIGHT ON SAFETY for RIVERSIDE SCAL 2021: CLASS ID 0000881833 <p>REQUIRED by SR, PHLEB, PATH staff who package and send out specimens to MC, CHRL or outside labs.</p> <ol style="list-style-type: none"> 4. DOT Shipping Category A Infectious Substances General and Function Specific Training 2021: CLASS ID 0000871605 <p>Vaccination verification</p> <ul style="list-style-type: none"> • Due by August 23 <p>Policy and Procedure Acknowledgement</p> <ul style="list-style-type: none"> • For Phlebs- Vendor Policy due Aug 3 	
<p>Manual Time Log</p>	<ul style="list-style-type: none"> • Use of Manual time log should be rare. Only if system is not working • For any Manual time log (correction from past pay period)- please submit to a manager directly to we can correct and pay will be available on the next paycheck. • If urgent and it cannot wait- please advise the manager when submitting your form. 	

<p>KPPI</p>	<ul style="list-style-type: none"> • Reports of not connecting- another Medical Center noticed that it happens if KPPI has low charge- resolution is to always put the KPPI in the charger if not in use. • We will ask Medicopia admins to come and show us how to view nurse collects if needed only. 	
<p>COBAS LIAT</p>	<ul style="list-style-type: none"> • Upgraded to latest version <ul style="list-style-type: none"> ✓ To verify and release result every after run. • Reported issue regarding kit getting stuck in the machine. <ul style="list-style-type: none"> ✓ Roche recommendation to avoid using instrument during reboot. ✓ Refer to the restart time sticker attached to each instrument 	
<p>EasyNet Replacement</p>  <p>Nuvolo Postcard.pdf</p>  <p>ServiceNow Transition Handout_F:</p>	<div data-bbox="548 758 776 884"> <p>Facility Operations Service Requests Now Moving to ServiceNow</p> </div>  <div data-bbox="540 953 1183 989"> <p>WHAT IS HAPPENING?</p> </div> <p>ServiceNow is the new tool for facility operations requests. You will be able to submit tickets, access the status of your tickets, and amend comments through ServiceNow.</p> <div data-bbox="540 1119 1183 1155"> <p>WHERE IS THE SERVICENOW REQUEST LINK?</p> </div> <p>To submit a facility operations service request click here: https://kp.servicenow.com/sp?id=sc_cat_item&sys_id=6f1b7c97db3933007e4f62eb8a961995</p> <div data-bbox="540 1285 1183 1320"> <p>HOW CAN I LEARN MORE?</p> </div> <p>To learn more about how to submit a service request through ServiceNow, visit the training support page here: https://sp-cloud.kp.org/sites/EdgeCybersecurityProgram/SitePages/ServiceNow-Transition-Support.aspx</p> <div data-bbox="540 1478 1183 1514"> <p>WHO CAN I CONTACT WITH QUESTIONS?</p> </div> <p>You can contact your facility operations service support team with questions or to learn more.</p> <div data-bbox="1013 1665 1187 1692">  </div>	

Great Safety Tip

Ergonomic Guideline-Lifting Specimen Totes

Medium Box/Tote Lift
MEDIUM BOX/TOTE LIFT

Step forward, over the box/tote, with a staggered stance, bending the hips & knees. Secure the box/tote with both hands. Keep the back straight, raise yourself & the box by straightening the hips & knees while stepping back into place. Do not twist by walking the box/tote to the destination.

Tips
Avoid back strain: use the legs for raising/lowering, not the back.
Grasp firmly, use both hands.
Know Your Limit: if an item seems too heavy or awkward, ask for help.

Back Protection

10 lbs. → 1000 lbs.
Pounds of pressure on lower back

Ergonomic Resource
Visit: ErgoInfo Web Site
<http://kpnet.kp.org/ergoinfo/index.html>

Please remember... Safety & Risk

Slides for Path Review

- When slide is sent for Path review, Hematology CLS needs to follow up on the review if not received within 48 hours. Added a check off-line in daily maintenance log. Hematology CLS needs to check daily if there is a pending pathology slide review by checking the running log. The Pathology review log is revised, a running log will be used. Alphabetical filing will be stopped. This is effective on Monday, 7/19/2021.

5. **INITIAL AND DATE** - all CAP Specimens upon testing and opening of any reagent

6. **DOWNTIME CERNER BB FORM** -Use this form when Cerner is on Downtime

7. **WEEKLY CHART NAME** – WRITE PLT, FREEZER, REFRIGERATOR ON THE BACK

8. **LIFESTREAM PACKING SLIPS** – receive, sign and date. Enter in Cerner. Do not need to staple Cerner printout.

9. **LIFESTREAM SHIPPING IN CERNER**- Always ship the blood product in Cerner when shipping to Lifestream to remove it from our available inventory.

10. **LIFESTREAM NOTIFICATION OF REMOVAL OF ZIKA TESTING AND CREDIT** – On May 13, 2021 FDA notification of removal of Zika Virus testing as no longer relevant to transfusion-transmitted infection. Lifestream will discontinue testing of Zika Virus for blood products and will issue credit of \$3.50 effective 8/1/21.

10. **LIFESTREAM PLATELET BACTERIAL RISK MITIGATION TESTING** – COMING SOON FDA REQUIREMENT BY 10/31/21. (See attached)

11. **VALIDATION OF VERIFICATION OF NEW DAT QC ALTERNATIVE IS DONE**

10. **BLOOD BANK INVENTORY, NEW RECEIPT AND EXPIRED REAGENTS** – Always check the reagent inventory when working in the department. Check for low volume, near expiring, remove before expiring reagents, check lot numbers to match as indicated on the QC sheets.

12. **ORTHO REAGENTS CHECK** – Always check daily before doing QC that there are adequate amount of reagents for the whole day/night. Always check the lot numbers are the same. Write notes of new lot number on Vision report and on the Ortho Vision communication log.

13. **REVIEW SUBGROUP OF A/ ABO DISCREPANCY** – Read and review the policy for Subgroup of A when there is an ABO Discrepancy.

	<u>ANTI A1 LECTIN</u>	<u>PATIENT</u>
<u>RESULT</u>		

POSITIVE CONTROL (<u>A1 RED CELLS</u>) POS	POSITIVE	= A1
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	NEGATIVE CONTROL (A2 RED CELLS)	NEG	NEGATIVE = A2 (Subgroup of A)	
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This concludes the Minutes of the _August 12, 2021__ Lab Staff Meeting.

Prepared by: Patricia Chea, Lottie West Date: 8/12/2021