November Chemistry Department Meeting
Wednesday, November 28, 2012

Attending: Paula Swierczek, Denise Manning, Joyce Kniepmann, Chris Riebold, Anita Konieczny, Carmella Blacet, Vicky Douglas, Beth Albrecht, Evan Evans, and Kathy Stanley.

1. Evaluation Time - We are currently writing evaluations. All evaluations will be given in December and you will learn your raises at that time (yes – there will be raises, ranging from 0 – 3.5%). As for personal goals for 2013 – we need to make sure your goal is one that you have complete control over – many techs had an individual TAT goal for the year, but there are too many variables outside of that techs control that go into a TAT, that it is not a truly reflective goal. So we will discuss a possible goal during your eval, but I will give you time to think about a goal afterward and we will set up the goal in a follow-up meeting.

2. Maintenance – reminder to the XP and Liaison techs that if they are not busy to look at the monthly maintenance calendar to see what needs to be done and work on that.

3. Lab Processing - Make sure you enter the correct phlebotomist initials when receiving blood. We had an incident where the incorrect initials were placed in (and no- it was not a legibility issue) MCare and that person was reprimanded for an error that was made, but when the tubes were pulled, they had a different phlebotomists initials on them. When Mobilab is in place (hopefully 1st half of 2013), this will not be an issue.

4. Hemolyzed specimens – we will discontinue the study. It was definitely not a bad batch of green top tubes. Talking with Robyne, we feel it might have been a combination of new techs and some bad line draws.

5. Single Cobas resulting station – We discussed the combination of the two Cobas benches into a single bench. This should go-live on December 12th.
   Carmella had presented a breakdown of the responsibilities for the two techs. We would like to change their designation from C1 and C2 to reflect their new duties, as far as this discussion went, C1 referred to the resulting tech, while C2 referred to the assist tech.
   Physically the new bench will be designed to have a section on one end that will allowed tubes to be placed in the Cobas racks and taken off and capped and given (in their racks) to the result tech to verify (make sure testing complete, no dilutions needed, etc.). the remaining area of the bench will have the Cobas monitors – which will be placed on swivel arms to allow either tech to access the Cobas screens, the DI PC (a separate PC for the DI to hopefully end the DI pane pains), and the MCare PC with 2 screen for the batch and tracking.

COBAS Responsibilities after combining C1 and C2 into one AV station.

COBAS Tech #1 (C1 – CR (Cobas resulting)

- Patient Resulting—All DI errors
- Patient Reruns, add-on's and reflex testing – making sure they have been completed. Informing Tech 2 which specimens need dilutions or re-runs.
- QC ordering and evaluation
- Monitor tracking lists, from received and ordered for QC as needed tests.
- Verify specimen completion, move to area for specimen storage.

COBAS Tech #2

- Load specimens (patient, QC, CAL, etc.)
- Unload specimens (cap in racks and leave for Tech #1's final release of specimen rack)
- Can specimens
- Load Reagents
- Perform Daily Maintenance on C1

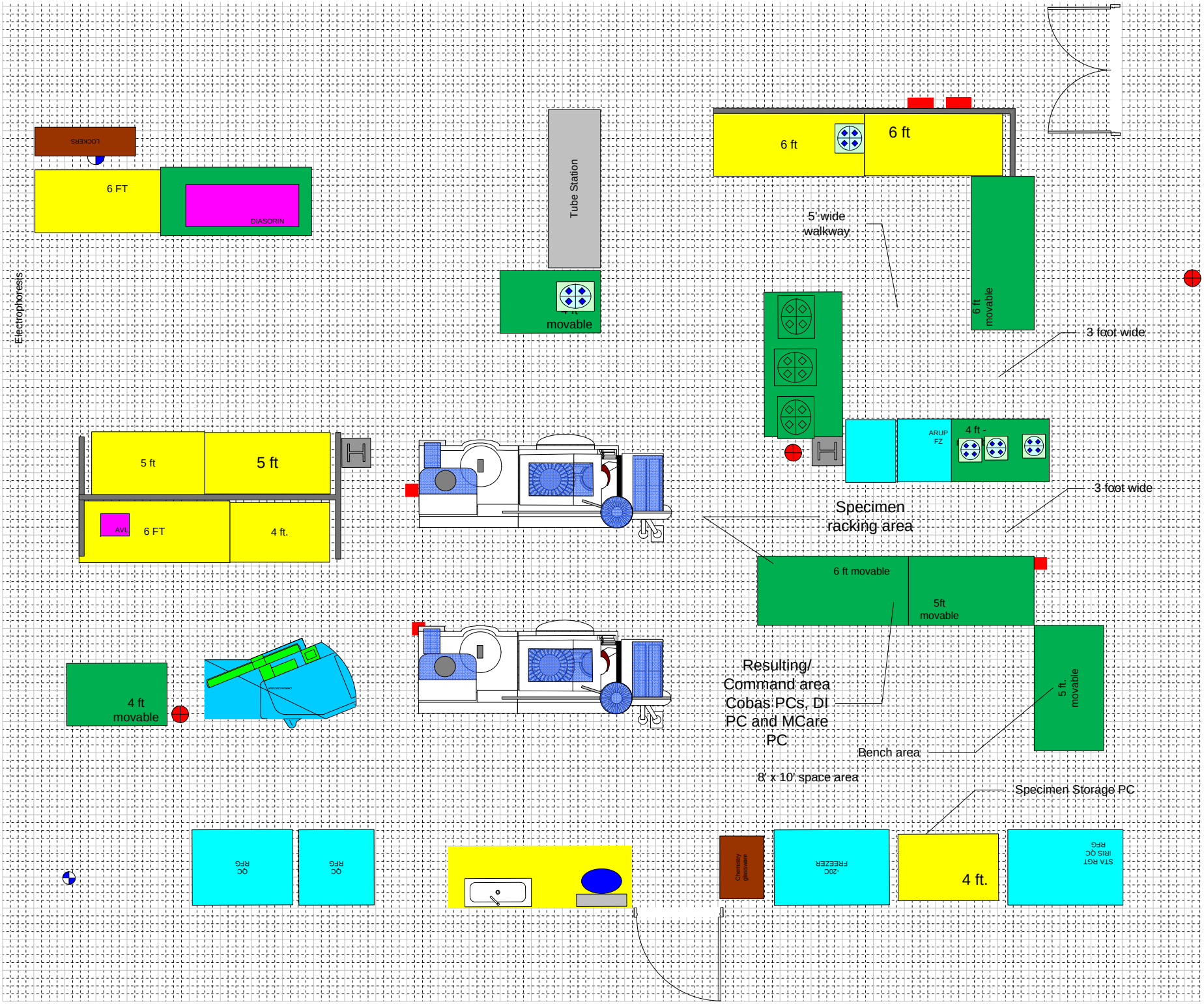
  Print and tracking lists at end of day shift for shift to shift log.

Daily checking of the Data Monitor and batch reports will be moved to the XP bench.

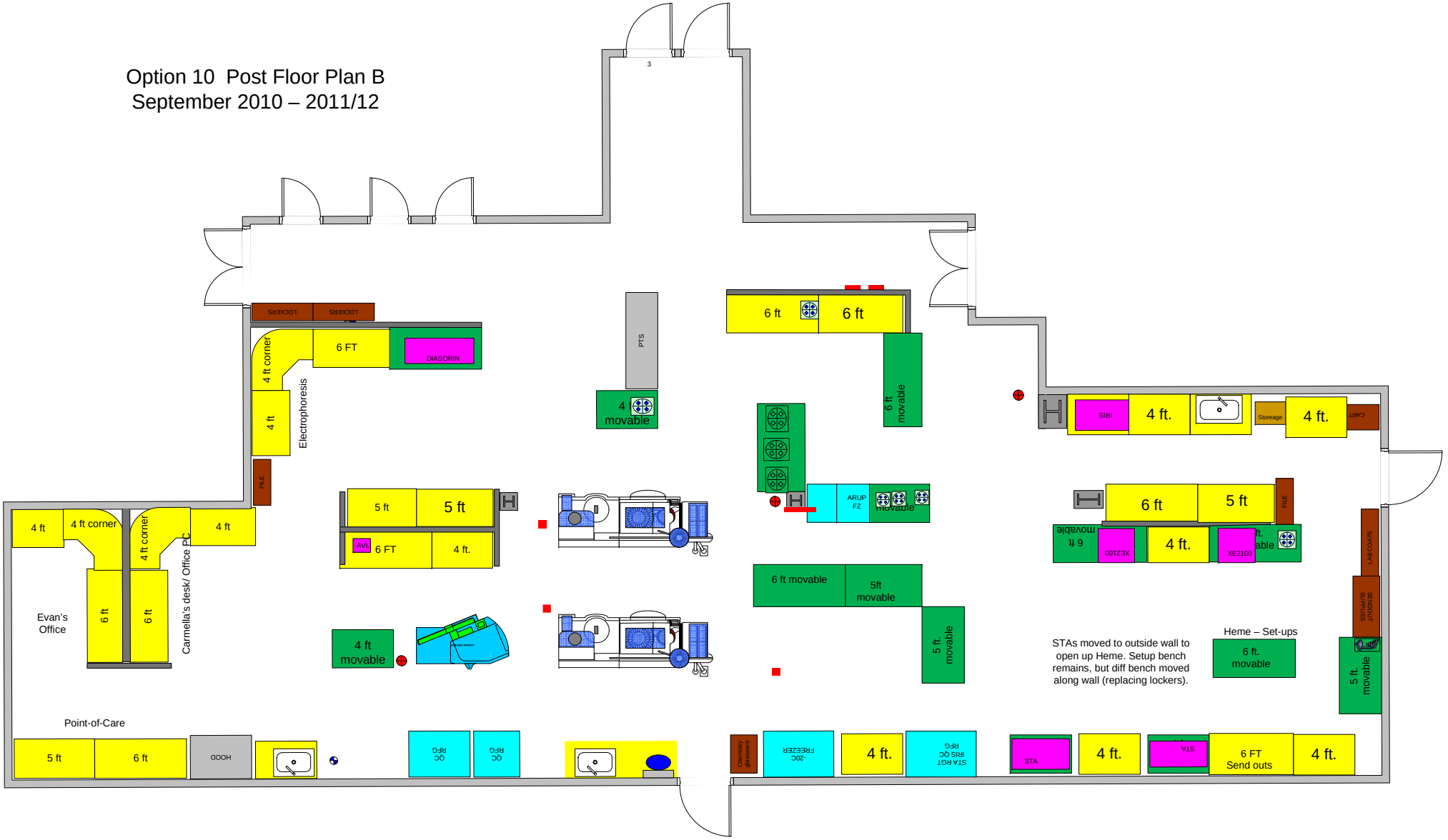
An example of how this will work.

Start of day – Tech1 will order any Cals and QC for Cobas 2 and give the load list to Tech#2 so they can load those racks. During this time Tech1 will load any specimens on Cobas1. When Cobas 2 Cal and QC are running, Tech2 will load specimens on Cobas1.
Tech1 will monitor the DI for any out-of-range QC on Cobas2 while looking for any specimens held on Cobas.1. If there is any QC out on Cobas2, Tech1 will order the repeat and give the load list to Tech2.
Tech 2 will load specimens on Cobas 1 (and 2 when it is up), remove completed specimens, cap them in their racks, and place in the designated area for Tech1 for verify their completion. Tech1 will pull any tube that needs to be re-run, have a dilution and give to Tech2 to place on analyzer or make dilutions. If no further testing needed, Tech1 will place in rack for Tech2 to place in storage.
If there are reagents to be added, Tech1 will inform Tech2 so they can be placed on the analyzer.
When morning run is winding down, Tech1 will end rack reception on Cobas1 so Tech2 can begin its daily maintenance. The Monitor for Cobas1 can be swung away from the resulting area so Tech2 can perform maintenance out of Tech1 way.
During maintenance, Tech1 will be responsible for loading and unloading Cobas2.
QC on Cobas2 can be ordered by Tech1, and the results will be monitored by Tech1 and any repeats and standby QC order by Tech1.

Breaks and Lunch will be covered by each other or the XP tech depending on the workload.


LOCKERS
6 FT
DIASORIN
Tube Station
movable
6 ft
6 ft
5' wide
walkway
6 ft
movable
3 foot wide
Electrophoresis
5 ft
5 ft
AVL
6 FT
4 ft.
ARUP
FZ
4 ft -
3 foot wide
Specimen
racking area
6 ft movable
5ft
movable
4 ft
movable
Resulting/
Command area
Cobas PCs, DI
PC and MCare
PC
5 ft.
movable
Bench area
8' x 10' space area
Specimen Storage PC
QC
RFG
QC
RFG
Chemistry
glassware
-20C
FREEZER
4 ft.
STA RGT
IRIS QC
RFG

Option 10 Post Floor Plan B
September 2010 – 2011/12



This plan moves the Centaur XP to where the old mod was to open up more area for the COBAS stations. Again – the Cobas 1 terminal would be closer to the analyzer.