

Core Lab Department Meeting

October 23rd, 2013

Attending: Vicky Douglas, Diane Weihrauch, Anita Konieczny, Bruce Reese, Patty Isbill, Beth Albrecht, Kathy Stanley, Evan Evans.

1. Random #/Aliquots – Just a follow up reminder that aliquots no longer are required to have a random number on them, regardless of the source of the original specimen. Any identification issues (incorrect random #, labeling issue, etc.) should be resolved by the department or bench (Micro, Lab Processing, UA, etc.) before any aliquot is made. You can add the canned comment “RNA” if receiving by sample type to indicate a random number override on an aliquot.
2. XN-2000 – go-live 11-21-2013. I will try to have the procedure available by November 4th for everyone to read. I will schedule training for the staff that were not able to attend the Sysmex training last week. There will be training on on changes in MCare when that portion is built and available.
3. HVAC system. – The HVAC project is back on for this fall (see earlier months meeting notes). I will have more information next week during the project walk-through.
4. New Cobas c501. – We have a delivery date of November 18th, but that will probably get pushed back due to the HVAC system.
5. Shift Handoff. – We are going to make changes to the shift handoff policy. We will no longer use the form, but the tracking lists will still be required to be printed and saved:
Heme – place in the daily review folder. Also the STA QC will continue to auto-print.
Chem – place on the data monitor to be retained in the daily files.
I am working with Susan to have a specific unverified specimen report print in each area that would replace the tracking list printout. I will send an e-mail when that is available.
6. Relationship Based Care (RBC). – Part of the hospital initiative called “Reigniting the Spirit of Caring”. It is a 3 day program to give you the tool to use relationship based caring in the workplace. Nursing, C&D, housekeeping, maintenance and other areas have been sending staff to this training and we are starting with the techs. In previous months, Linda Althardt, Glenda, Brenna has attended and Lisa is going in November. Eventually all staff will be scheduled to attend.
7. 2013 Evals/2014 Department Goals. - Both departments (Heme and Chem met their department goals for 2013. Those goals were:
Heme - Average TAT < 20 minutes, 90% of the time
Chem - Average TAT < 35 minutes, 85% of the time
Both areas exceeded these goals over the last three months!

So now it's time to think of good, measurable goals for 2014. Remember the department goals should be something that we have control over and can be readily measured. Please e-mail me any thoughts on what you think would be a good goal. All three shifts do not have to have the same goal; we can break it down by shift.

8. Suite Scheduler training. – There is a new on-line version that will allow you to look up your PTO requests, see what other PTO requests have been placed for any date, see the current up-to-date schedule (all edits will be made to the on-line version). Jan and Rita will begin training employees on how to use this beginning on Friday, October 25th.
9. Outreach Orders – a reminder that all orders for outreach should be placed in the outreach folder in the bottom file drawer in Lab Processing. They can be placed there right after you have placed the order.
10. Lab Processing – there is a daily maintenance binder, and there is daily maintenance and items that need to be done, well, daily. Please be aware of these items. Usually there is a centrifuge that gets cleaned daily and the previous days add-on and miscs. orders are gone through and spot-checked to make sure they were done and then placed in that days file in the bottom file drawer in Lab Processing.
11. A reminder that on weekends, help for Lab Processing should come from both Chemistry and Heme. On Sundays it would be especially very helpful for the Chem tech (XP) to help cover LP breaks and lunch as there are only 3 people and during breaks/lunch that leave one person in LP and 1 tech to run the department.
12. Weekend Out Patients – Not all the phlebotomists know how to place orders, so you may get a call from ER registration to place the orders for any out-patients that may come in after hours.
13. Unit Practice Council – the lab's UPC has been named and will attend an orientation class in November.
14. Productivity numbers have been very good lately (107% last pay period). Thanks to everyone who has been low censusing and training.
15. There were several topic brought up for further review – I will put out e-mail when these become 'law':
 - a. Training eves and nights to do h. pylori testing in serology – it is an easy test (like Mono, less hands on then Mycos). We have people on evenings and nights that can train those who have not previously performed the test. .
 - b. The urine cups we use in Lab Processing are no longer available from ARUP. We will look at switching to saving 2-3 red-top tubes for 24-hour urine aliquots. IF we do this, we'll ask Nancy or Susan to have additional aliquot labels print.
 - c. We will look at adding either an extra purple top tube to the ED draw bags, or look at the volume of BNPs ordered on those patients to determine if we should include the more expensive white top tube.