

Core Lab Department Meeting
Tuesday, March 10, 2015

Attending: Bruce Reese, Kay Schanuel, Diane Weihrauch, Nancy Buckley, Carmella Blacet, Carolyn Wade, Denise Manning, Anita Konieczny, Beth Albrecht, Paula Swierczek, Chris Riebold, Joyce Knipmann, Julia Sauls, Chris Zalocusky, Melissa Huschle, Kathy Stanley, Evan Evans.

1. Weekend 'float' tech – Discussion regarding the float tech position on the weekends, especially on Saturday (as that tech works Lab Processing on Sundays). Carmella and Vicky had roughed the responsibilities out and they were discussed and changes made.
 - It was agreed that the float should first work on Centaur daily maintenance until the Cobas 1 person can relieve them. If the Cobas 1 is up and running (with no hold-over issues from nights) they can start the Centaur maintenance right away. The Cobas 2 person can run on both analyzers.
 - Once relieved of Centaur duties, the float will perform the STA daily maintenance.
 - When STA daily maintenance is done – the Float should help LP.
 - The float will then work on the following:
 - Diffs/Body fluids.
 - Point-of-Care.
 - Cover LP for breaks and lunch.
 - Daily/Weekly maintenance checklist posted at Centaur.

Remember – the two Cobas techs, the UA and Sys/Coag techs can also perform any of these tasks as their workload allows. It is important to not become focused on a single task that the overall department lags or that you refuse help when offered.

On Sundays – the Cobas techs must perform the Centaur daily maintenance, POC and make sure the Centaur checklists are completed. You need to work together. And remember that LP coverage of breaks and lunch can be done by any Core lab tech during the day. Conversely, if LP is slow, the LP/Float can work on POC or other items – if needed we can make sure there is a RALS shortcut on the LP PC. The Centaur weekly maintenance will be done on Monday by the XP tech.

There was a brief talk on having a 0500 tech on the weekends, but it was felt that it would be a burden at 1330 when the tech left, so it was tabled.

Because there is not a 0500 tech on the weekend, we have told night that they do not need to perform the weekly Cobas maintenance on the weekends, but can do it during the week.

To help night it was suggested that nights leave the Cobas 1 Cal and QC for days to do. If nights would do the daily maintenance (including the pipe) on Cobas 1, and maybe even have the green rack on and Cobas 1 in prep by 0600, days will take over from there. Kathy will ask nights about this at their next meeting.

We also want to remind evenings and nights that after discarding and replacing reagents on the Cobas to please print a reagent list and place in the appropriate book – it is our best way to keep track of when lot numbers go into use for troubleshooting purposes.

2. Glassware/pipets – With Sharon's retirement, Central Supply will wash the labs glassware. It was decided to have a single dirty glassware (and pipettes) collection point in the Core lab – by the sink

by the hood. The Core lab will consolidate their glassware into the single cabinet. Detailed instructions on the handling of the dirty glassware were e-mailed on March 12th.

Break room – Sharon also cleaned the break room, so it is now each individual's responsibility to clean up after themselves – especial the microwave, dishes and the refrigerator. If you make a mess, clean it up, because your Mom's not here to clean up after you.

3. Receiving blood from non-lab draw sites – It is important that the collection information entered on draws is accurate as it is part of the legal documentation. Per the discussion, I have asked Robyne to have her staff at draw sites to print their initials so they are easier to read.
4. Urine Labels/OP – in regards to the question I asked regarding have the aliquot labels automatically print the results were close, but leaned towards not having them automatically print. I have asked Robyne to have her staff always print the UA labels and leave in the red bin in the draw area along with 2-5 registration labels. DO NOT at *any time* tell a phleb not to print the labels – if you don't use them, just throw them away. When you tell a phleb they do not have to do something, they won't, but the next day the tech in UA may want the labels and never get them because the phleb was told not to print them the day before. We need to be consistent. However, please realize that if the patient only had a urine order, there will not be MobiLab labels as the phleb would not have a reason to scan the patient.

In a related topic – Robyne is emphasizing to her staff at the off-sites that if a patient cannot provide urine they will need to cancel the test order and make the patient reoccurring. The order will be placed when the urine is obtained. Here in the lab, if you have an OP urine on the tracker and you find out the patient has left, you will need to tell the registration staff to make the patient reoccurring and then cancel the UA yourself. However, you may need to remember to check the urine pass-through occasionally as the patient may just return, collect the urine without registration being aware.

5. Other Issues:

Faxing results – I had asked about moving a fax machine into the main lab, but got few responses, mostly negative, so we not pursue this. This issue seems to be prevalent in evenings – request for results for nursing home, especially since AMS is closed after 5:30. We are looking into some solutions for this issue.

HHC – occasionally HHC nurses will have a request to have results called to them personally – the comment might get entered, but with auto-verification we will not see that comment. We are going to work with HHC to see if they can get access to these results without our calling them. Related note – if you have an HHC specimen issue on evenings or weekends when the HHC office is not open, you can contact the house supervisor and they can contact the HHC on-call nurse.