

Quest Diagnostics at Washington Adventist Hospital

MEETING

MINUTES

3/21/2017

PRESENT:

6:30 AM - RANDY GRAVES, STEPHANIE CODINA, BAKER MUSOKE, DIANE CLARK, CHI-HSUN FU, SHANTALL RUIZ, JASVINDER BIMBRA, MOHAMMED FAHIM, JUSTIN SUNNY AND MOTI PRASAI

1:00 PM - RANDY GRAVES, STEPHANIE CODINA, YVONNE GRAY, AKKAMMA, ISAAC, ARBY WILSON, VINITHA DANIEL AND CORINA LESLIE

DISTRIBUTION: FIELD OPS STAFF MEMBERS

MEETING COMMENCED:

Item	Discussion	Action	Follow-up
Minutes			
Staffing And Call Out	<ol style="list-style-type: none"> 1. Lunch – Everyone is requested to take a 30 minute break every day you work. 2. Work the hours you are scheduled to work. 3. 2 minutes before your schedule work day. 4. All overtime must be approved by management 	None	
Stat and Timed Tests	<ol style="list-style-type: none"> 1. Staff must document issues on a PI/Variance form. 2. Document all rescheduled blood draw that are going to be late. 	None	
Rep in Charge	In the future, we will be designating a Field Ops Rep in charge for each shift. This person is responsible for directing staff members to the work, assigning break times, and managing the shift.	None	
Log			
Green Bag	Green Bags have been given to pre-op staff so that processer can quickly identify and process. Green bags are to be given priority over ED specimens.	None	
Pending Log & Drawn	<ol style="list-style-type: none"> 1. Pending log is to be pulled every hour. 2. All draws that are scheduled to be drawn need to be collected before the ended of your shift. 	None	
Sunquest added to nursing units	Sunquest was placed on 2 more computers on the nursing units. <ol style="list-style-type: none"> a) Unit 1500 near tube station b) Unit 2200 in classroom 	Add Sunquest to more nursing unit computers	Randy

Item	Discussion	Action	Follow-up
Patient Identification	<ul style="list-style-type: none"> • Phlebotomist must identify patient with labels in hand (chart/barcoded lab label) • Samples must be labeled in front of the patient at completion of draw in the room. • Processors must label samples one patient at a time. 	None	
Metrics Project 2017	<ol style="list-style-type: none"> 1. STAT and timed collections need to be drawn within 30 minutes of the requested draw time 2. Troponins and lactate collection and receipt times 3. Specimen Without Orders Log 	None	
Phone	The phone must be answered by the third ring	None	

Meeting adjourned

Randy Graves
Recording Secretary