

Quest Diagnostics at WAH

Core Lab Meeting

MINUTES

APRIL 18, 2017

PRESENT: B.STREETS, Z.DERESSE, A. NUR, D. ADJEI, J. SINGH, C. MEHTA, D. UCHEATU, M. VALLE, G. BEKKAM, R. HARRIS, AND Z. MORROW

DISTRIBUTION: WAH CORE LAB STAFF

MEETING COMMENCED: 0700, 1100, 1445

Item	Discussion	Action	Follow-up
Minutes			
Night Shift Opening	Informed staff of opening and asked if they knew anyone who was interested to have them send their resume and to apply for Job Req 3777376 on Quest website	Info only	
Discharged Patients	Document all phone calls made when a physician is contacted to give critical results on discharged patients	Staff will generate a QV form when a physician cannot be reached documenting their attempts and per Dr. Nic's request the information will be sent to him	All
Overtime/ No Lunch	Overtime has to be approved by supervisor, TIC on every shift needs to ensure lunch breaks are taken by all staff on the shift	Overtime will continue to be monitored by Supervisor	ZM
Inventory	ALL supplies need to be logged in the inventory spread sheet upon arrival. TIC needs to ensure that supplies are put away in a timely manner and that packing slips are logged	TIC/ Group Lead will oversee this process gets done correctly	
Continuing ED	<ul style="list-style-type: none"> • STAGO is offering webinars on April 24th, 26th and 28th. The flyer with the web link is in the CEU notebook, on the schedule board and in the lab lounge. • Siemens is offering workshops and the information was forwarded to all Core Staff via Adventist email. Staffs have to pay for conference, but if the schedule permits and advance notice given the work day will be covered. • CAP survey kits with case studies are also available in CEU notebook. 	Supervisor will continue to inform staff about any new CEU opportunities.	
MTS/ EMPOWER	Staff need to log in weekly to check for assignments	Supervisor will continue to monitor	All

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SYSMEX training	All staff need to log into the Sysmex website and complete the online training ASAP, Sysmex training will start in May	Supervisor will provide link to sysmex site via smart term mailbox	All
Recognition	<ul style="list-style-type: none"> • Daniel A., Chaula, Sharon and Lorena were recognized by the Field Ops staff as Techs that always provide assistance and are willing to help out in the Field Ops Area. • Abdul was recognized by Mary-Dale for always assisting with POC. 		
Meeting adjourned	There was a meeting at 7am, 11am and 245pm.		
Next meeting	MAY 2017		

Z Morrow

Recording Secretary