

Item	Discussion	Action	Follow-up
	<p>Pull Pending Logs and Un received logs with all locations included: SGAH (SIP), ABH and ARH and work on them consistently.</p> <p>Please do not overstock supplies by opening too many cases of tube supply. It throws inventory off.</p> <p>Phlebotomy staff to help out in processing and we are considering training all staff by September 2017 to at least be trained in basic specimen processing steps.</p> <p>Staff must attend at least 7 meetings during the work year 2017 in person or dial in to participate in the monthly meetings.</p> <p>Read RQI process and definition on the QV form, and in case here is a patient ID issue please inform to Group Lead on duty ASAP and notify your immediate supervisor immediately.</p> <p>Units 2C, 3EICU and 4C are working well with SQ loaded on one PC each on these units.</p> <p>Use one bag for one patient specimen during the day Phlebotomy run. During AM run use the same process of rubber- banding specimens. Send no more than 5 patient specimens rubber-banded by patient in one bag.</p>	<p>pressure, follow nurse direction from that point on. Hand-deliver specimens to lab for stat analysis.</p> <p>Follow</p> <p>Follow</p> <p>Move to where the work is- help processing, we are a team.</p> <p>Call 1-877-951-6301 PC # 8064564</p> <p>Read RQI process in QV form</p> <p>Please pull list and labels from there and let me know if there are any issues.</p> <p>Follow</p>	
Safety: Patient and Staff	Top 5 items this month		
	<ol style="list-style-type: none"> 1. Patient Identification must be done perfectly according to the SOP and training provided 100% of the time, only then proceed to the next step! 2. Think of activating the on call system for night shift 7 days a week. 3. New OP Paging (Genius) system is live making it possible to have HIPAA policy effectively followed in the OPL. 4. Do not use cologne/perfume/strong hair spray - patients and staff could be highly allergic to them! Follow hospital policy. 5. Pay close attention to Timed, STAT and ASAP collections and draw within 15- 30 minutes. 		
Metrics, TAT and Healthstream scores.	<p>Top Metrics</p> <ul style="list-style-type: none"> • AM collections Metric: Met for Jan. • Blood Culture volumes: Met for Jan. • Contamination Rate: Met for Jan. • Healthstream: Last Quarter of 2016: 32%. This quarter numbers are looking better. 10 calls are in. • Critical Value Call Back: met for Jan. • STAT collection metric: 42% for Jan. Not met. 	<p>Receipt: 95%-100% in LIS by 0630 (Field Operations)</p> <p>Results: 95% - 100% results by 0730 (Technologists)</p> <p>Keep up the good work!</p>	

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	<ul style="list-style-type: none"> • Lactic Acid, Blood Cultures and Troponin: collect and receive within 15-30 minutes and send on ice (lactic acid) 		
Up Coming, New and in the works	<ul style="list-style-type: none"> • OP Genius Paging system for OPL patients is live from 2/1/17. • Two new carts are ordered for Phlebotomy use. • Blood culture carriers for ER's use are ordered. • Review new Hospital's PI process board placed in Phlebotomy and desk areas. Please read each slides and action plans to meet the metrics. 	Follow all	
Questions/ Open Forum	5 minutes QA/Comments/Observations:		
Meeting adjourned	0730, 1045 and 1600		
Next meeting	TBA		

Samson Khandagale

Recording Secretary

Title:

February Monthly Staff Meeting

Date:

2/17/17

Deadline:

N/A

	Employee ID/EIS/eqid	LAST NAME	FIRST NAME	SIGNATURE/COMMENTS
1.	104967-385	Allah Rakha	Sabir	<i>Sabir</i>
2.	104972-366	Babra	Talwinderjit	<i>Babra</i>
3.	158763-3350	Batay	Marla	
4.	128553-3258	Dadzie	Dorcas	<i>Dorcas</i>
5.	154997-3347	Dam	Katherine	
6.	116143-3162	Davis	Jennifer	
7.	201032-3381	Delacruz	Jamea	
8.	117014-3222	Feng	LI Ping	<i>Li Ping</i>
9.	110490-3157	Gajjar	Rajesh	<i>Rajesh</i>
10.	137022-3307	Grant	Frederica	
11.	131466-3273	Guerrier	Pierre-Carmel	<i>Pierre-Carmel</i>
12.	134128-3288	Jagrup	Agnes	
13.	104937-696	Kabangu	Kapinga	<i>Kapinga</i>
14.	104938-365	Kanagarathinam	Anandaraaj	<i>Anandaraaj</i>
15.	146527-3329	Kattel	Apsara	<i>Apsara</i>
16.	136445-3302	Kalsi	Sonia	
17.	104941-300	Khandagale	Samson	
18.	136631-3303	Kaur	Amandeep	
19.	202649-3386	La Touche	Jasmin	
20.	128590-3259	Mabiki	Philomene	
21.	104951-369	Mahabare	Jalindar	<i>Jalindar</i>
22.	150835-3342	Mable	Atsu	
23.	150738-3341	Middleton	Dericka	<i>Dericka</i>
24.	104953-3096	Maskare	Nilesh	
25.	114468-3382	McBride	Kyon	<i>Kyon</i>
26.	185376-3370	Onasanya	Sunday	
27.	104919-386	Patel	Parul	
28.	153674-4067	Scott	Laurie	
29.	134613-3293	Smith	Pauldo	<i>Pauldo</i>
30.	201893-3384	Smittenaar	Anna	<i>Anna</i>
31.	104890-377	Shana	Zohra	<i>Zohra</i>
32.	169799-3366	Tessema	Tewodros	
33.	163065-3361	Villa- Agustin	Tirso	
34.	195143-3378	Van Pelt	Bethany	
35.				