

Quest Diagnostics at SGMC

Core Lab Meeting

MINUTES

4/28/17

PRESENT: JULIE NEGADO, ZAHERA SHEIKH, KIRAN KUMAR, SHARON BARRY, MARJAN AHMADI, GENNY CAOILI, ESTHER THANG, MOISES VELASQUEZ, DALE BAIN, ESTHER THANG, VALERIE ROSE, MUHAMMAD KHAN, AREGA KASSA, JULIUS KHIONG, JOHN NGUASONG, CAROL HOLLAND

DISTRIBUTION: SGMC TECHNICAL STAFF

MEETING COMMENCED: 0715, 1600

Item	Discussion	Action	Follow-up
Minutes			
Mislabeled Samples	DMAIC project.	Staff informed to notify Supervisor immediately with any mislabeled samples. Techs are to follow RQI process if any are identified	JN
Breaks	Reminded staff to let Group Lead/TIC know anytime they go on break. GL to ensure everyone on the team takes their break timely.	GL and Supervisor to monitor and keep track of breaks. (kronos)	GLs and Supervisor
Supply Expenses	Way over budget	Watch supplies closely. Avoid QC and reagent wastage.	All
Overtime	Scheduler and Supervisor must know when swapping schedules. This is to ensure no OT is incurred. Clock in and out timely Document reasons for staying over.	Supervisor to closely monitor schedule and OT.	JN
Unlabeled Reagents and QC	Audits show this is still happening.	ALL opened reagents and QC MUST be labeled. Reminded staff the consequences of not doing this.	All Staff
Sputum Screening	Went live April 10. Nurses ask why we are doing this.	Techs continue to explain reason behind this process.	
Workshops and Continuing Education Opportunities	ASCP Baltimore Workshops from 6/6 - 6/9/17 – Let Supervisor or GLs know if going. Quest will pay for the day. Registration is self-pay. CAP - some surveys come with case studies that offer credits.	Supervisor will continue informing staff of their opportunities Accommodation will be based on staffing.	Staff
Symex Update	Informed staff about the live date and to register / revisit the online training. Hands on training to follow	Supervisor sent mailbox out to all with the link to the site.	Supervisor

Item	Discussion	Action	Follow-up
DI Error	"Previously resulted from a different instrument." flag on DI - Tech released result despite error which unnecessarily corrected the report.	Techs to review error codes and proceed cautiously when releasing results.	Staff
Meeting adjourned	0730,1615		
Next meeting	May 2017		

Julie Negado

Recording Secretary