

Quest Diagnostics at
Washington Adventist Hospital

CORE TEAM MEETING

MINUTES

MAY 30, 2017 DAY, EVE & NIGHT SHIFTS

PRESENT: Z. MORROW, A. NUR, L. BANIQUED, D. ADJEI, C. MEHTA, T. BEALE, R. ROJAS, G. BEKKAM, J. SINGH, Z. DERESSE, B. STREETS, T. BEALE, & I. CRUICKSHANK

DISTRIBUTION: CORE GROUP LEADS AND MEMBERS PRESENT

MEETING COMMENCED: VARIOUS TIMES

Item	Discussion	Action	Follow-up
RECEIPT TIMES	<ul style="list-style-type: none"> Do not change times on samples when samples are received in lab, and you are unable to locate them. Write a variance form when you find the sample 	Submit QV forms	
TIC	<ul style="list-style-type: none"> TIC will be held responsible for complaints of phones not being answered during shift Responsible for over flow of bio-hazard boxes, and responsible for communicating any problems with EVS and getting biohazard boxes or bags Responsible for lab coat pile on top of the file cabinet if they are found on their shift In charge of putting supplies in the correct place 	Info only	
SAFETY	<ul style="list-style-type: none"> ALL Techs need to be vigilant about safety and possible hazards, we have too many unnecessary safety incidents that could be avoided 	Info only	
EMPOWER	<ul style="list-style-type: none"> Techs do not have to print EMPOWER certificates, MTS will be used as continuing education Please bring in any certificates for completed continuing education done outside of MTS If you find workshops, you can attend if you pay for the workshop and Quest will cover the day off 	Info only	
TRAINEES/STUDENTS	Trainees/Students are not allowed to sign off on Technical documents or result tests unless the trainers Tech code is right next to theirs on the document or entered alongside the trainees in the LIS	Info only	
STAFF INPUT	<ul style="list-style-type: none"> Night shift requested new start times – they will draft start times and they will be submitted to Lab Director for review/ approval Issue with outpatient area dropping samples off in the centrifuge and not notifying Technical Staff – followed up with Randy, who in turn will notify staff Huddles will continue and be forum for lab topics 		