

Quest Diagnostics at SGMC

Core Lab Meeting

MINUTES

5/26/17

PRESENT: JULIE NEGADO, ZAHERA SHEIKH, KIRAN KUMAR, SHARON BARRY, GENNY CAOILI, ESTHER THANG, MOISES VELASQUEZ, DALE BAIN, MELYNDA BLOR, VALERIE ROSE, MUHAMMAD KHAN, JOHN NGUASONG, TEDLA KELECHA

DISTRIBUTION: SGMC TECHNICAL STAFF

MEETING COMMENCED: 0715, 1600

Item	Discussion	Action	Follow-up
Minutes			
GS STAT	SGAH 13 GS = 13 reported within 120 mins 100%		
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. Lunch must be taken timely Techs assigned on H1 to come in on a regular schedule (6:30) if GL reports at 6 AM.	Supervisor to closely monitor schedule and OT.	JN
Unlabeled Reagents and QC	Reminder!!!!.	ALL opened reagents and QC MUST be labeled. Reminded staff the consequences of not doing this.	All Staff
MRSA Plates and Swabs	Plates and swabs in the refrigerator are stored for 7 days only.	AM Micro Tech will ensure plates and swabs stored in the refrigerator over 7 days will be discarded	AM Micro Techs
DI and Instrument Issues	Pay attention to the errors that come across DI. We had unnecessary corrected reports and RQI recently caused by releasing results too quickly.	Stop, think and ask questions when unsure before releasing any questionable results. Trig and Chol SOP revised to rerun results on a different instrument when <AMR result is obtained	All Staff
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

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Sysmex Update	Go live date 6/6/17	DI and Sysmex training next week. Staff to complete online training by this week.	
Safety Audit	EHS Manager from Baltimore will be on site (5/31) to do safety audits for both SG and GEC.	Ensure PPE are worn, no boxes or items on the floor, sharps containers are covered and should not be over ¾ full.	All staff
Meeting adjourned	0730,1615		
Next meeting	June 2017		

Julie Negado

Recording Secretary