

Quest Diagnostics at
Washington Adventist Hospital

CORE TEAM MEETING

MINUTES

JUNE 20, 2017 DAY, EVE, & NIGHT SHIFTS

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

DISTRIBUTION: CORE GROUP LEADS AND MEMBERS PRESENT

MEETING COMMENCED: VARIOUS TIMES

Item	Discussion	Action	Follow-up
PROMOTIONS	<ul style="list-style-type: none"> • MTII TRAINER is in the approval process and job descriptions will follow as soon as approved • Congrats to Zebene Deresse for MT II Promotion 	Ongoing	Mgmt
TIC PAGER	Pager needs to be physically worn by Group Lead or TIC on every shift	Info only	
CALIBRATION FORMS/ QC TIMING	<ul style="list-style-type: none"> • Follow SOP for filling out cal forms • Ensure all pertinent information such as cal names, expiration dates, qc and reagent names are on the form • All cals that do not pass TEA/4 do not need to be filed, they need to be given to the supervisor for approval • NO EXCUSES FOR MISSING QC RUNS BECAUSE ALL STAFF SHOULD BE FOLLOWING THE FORM 	Info only	
SAFETY	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 / MTS	<ul style="list-style-type: none"> • All staff should check to ensure that these are completed at a minimum once a week when they work • Some MTS have due dates and failing to meet the due date is a performance issue • TIC / Group Lead needs to be the champion and encourage all staff to complete these 	Ongoing	
TIME / ATTENDANCE	ALL STAFF NEED TO BE IN THE LAB AT THEIR SCHEDULED WORK TIME		
LOGS IN BINDERS	DO NOT REMOVE ANY LOGS FROM BINDERS UNLESS YOU ARE INSTRUCTED TO BY THE GROUP LEAD OR SUPERVISOR		
STAFF INPUT	None		
SYSMEX GO LIVE	<ul style="list-style-type: none"> • Competency for Sysmex Due 6/23/17 • Practice Daily 		