

Quest Diagnostics at
Washington Adventist Hospital

CORE TEAM MEETING

MINUTES

JULY 2017 DAY, EVE & NIGHT SHIFTS

PRESENT: CORE LAB

DISTRIBUTION: CORE GROUP LEADS AND MEMBERS PRESENT

MEETING COMMENCED: VARIOUS TIMES

Item	Discussion	Action	Follow-up
PROMOTIONS	MT II TRAINER has been approved and there is an MTS with the requirements	Review MTS	
TIC PAGER	Pager needs to be physically worn by Group Lead or TIC on every shift	Info only	
CORRECTED REPORTS	Do not make corrections for results that do not exceed the TEA for the particular test	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"> 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	<ul style="list-style-type: none"> ALL STAFF NEED TO BE IN THE LAB AT THEIR SCHEDULED WORK TIME Attendance/ tardiness is being tracked All staff should review their schedules ALL OVERTIME NEEDS TO BE LOGGED IN WORKFORCE CENTRAL BOOK 	All staff to comply	
SHIFT PLANNING	Schedule trades need to be completed through shift planning. We will no longer use the paper form. Each person that trades the shifts needs to log into shift planning. Please see Supervisor for log in info	All staff to comply	
STAFF INPUT	None		

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