

Quest Diagnostics at SGMC

Core Lab Meeting

MINUTES

7/31/17

PRESENT: TECHNICAL STAFF

DISTRIBUTION: SGMC TECHNICAL STAFF

MEETING COMMENCED: 0715, 1600

Item	Discussion	Action	Follow-up
Minutes			
Anniversaries	Congratulations: Valerie - 1 yr on 6/27 Esther - 3 yrs on 6/16 Zahera - 14 yrs on 7/7 Moises - 9 yrs on 7/14 Ben - 11 yrs on 7/17 Unyimeabasi - 6 yrs on 7/11	Info only	
Supply Expenses	For the first time this year, supply costs were under budget for the system. Good job everybody!	Continue to watch supplies. 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	Supervisor to closely monitor schedule and OT.	JN
Metrics	Powerpoint shown GEC troponin dropped (April- June)	SOP will be revised. DI won't hold Troponin with <0.04, rule will be changed. Techs need to check sample for clots and bubbles prior to running the sample.	All Staff
Unlabeled Reagents and QC	Reminder!!! This applies to both SGMC and GEC	ALL opened reagents and QC MUST be labeled. Reminded staff the consequences of not doing this.	All Staff
DI and Instrument Issues	TROPIC on DI is added only when there was a PREVIOUS critical value called and reported already. We had one patient with the first CTNI of <0.02 and a second CTNI of 0.48. Critical value was not called but stated TROPIC.	Stop, think and ask questions when unsure before releasing any questionable results. Always make sure initial critical result has been called and documented before adding comment TROPIC.	All Staff

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MTS	New cycle-expectation is to complete assignments before deadline.	Staff reminded to log in once a week to complete assignments.	All staff
Mid-cycle Evaluation	To be scheduled	Staff to schedule appointment with Supervisor to discuss progress with performance.	Staff and Supervisor
Sysmex Update	Live 6/20/17 Most techs are trained and getting used to it. Encouraged staff to continue to let Dennis, Ash and Supervisor know if they identify more issues. GEC live 7/20	Issues with DI identified by staff have been discussed with Marie, Dennis and Zanetta. Staff will be informed once issues are resolved. DI and Sysmex SOP are going to be updated.	Core mgmt
Safety Audit	EHS Manager from Baltimore was on site to do safety audits for both SG and GEC. Update: GEC had no citation SGMC - couple citations: Staff wearing shoes not covering the whole foot. Biohazard symbols not posted on the doors. Biohazard stickers not affixed on instrument or equipment that could be contaminated	Ensure PPE are worn, no boxes or items on the floor, sharps containers are covered and should not be over ¾ full. Dress standards review has been added to MTS as our corrective actions from the EHS inspection. Biohazard stickers ordered and will be affixed to centrifuges and other equipment and order has been put in for biohazard signage to be put on the lab's entrances.	All staff
Meeting adjourned	0730,1615		
Next meeting	August 2017		

Julie Negado
Recording Secretary