

Quest Diagnostics at SGMC

Core Lab Meeting

MINUTES

8/30/17

PRESENT: CORE LAB TECHNICAL STAFF

DISTRIBUTION: SGMC TECHNICAL STAFF

MEETING COMMENCED: 0715, 1530

Item	Discussion	Action	Follow-up
Minutes:			
Welcome New Employees	Derartu Abamecha- FT (PM shift) Megerssa Chibsa –PT (PM shift)	Info only	
Reagents/QCs	<ul style="list-style-type: none"> • Unlabeled thawing QC found in refrigerators. • Label all opened reagents with expiration dates • Found NERL water with just opened date written; expired but was still in use. • ESR QC found unlabeled 	<p>Perform inventory per shift and stock accordingly</p> <p>Remind staff again and will impose disciplinary action if no improvement seen.</p>	All
Sysmex Update	<p>Discussed with Sysmex account manager (Rebecca) issues with:</p> <ul style="list-style-type: none"> • MCV • NRBC • Immature Granulocytes • Retic dilutions <p>Sysmex programmed to print positive patients only.</p> <p>Supervisors from both sites are attending the Sysmex User Group Meeting on 8/31/17.</p>	<p>She will contact the TSA regarding these issues and will provide education on ways to optimize the sysmex system.</p> <p>In the event that one instrument goes down and there is no service engineer available, let them know we have double down so they'll get here right away.</p> <p>Save negative printouts that are held in DI and submit to Supervisor for investigation.</p> <p>Inform Supervisors of any other issues encountered.</p>	JN
Thick Smear Malaria	Techs performing the preliminary/thin malaria smear will be trained to stain the thick smear. Techs must also fill out all forms needed to send to the state.	Training to start on 8/25/17 by Kiran and Sharon.	All
Technical Documentation	Example showed of improper documentation.	Proper technical documentation discussed.	All
Passdown Logs	GL or TIC to ensure all passdown logs are filled out completely	Lucie and Kiran assign TIC on the schedule in their absence. Place ALL bench passdown logs in Supervisor box every morning.	GLs

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Daily Huddles	Daily huddle must be done on all shifts.	AM shift to start and pass it on the following shift.	GLs
POC Meters	If not assigned correctly, then reference ranges will be incorrect <ul style="list-style-type: none"> • Error encountered if still assigned in SG lab when meters are being used on the floors. • If not assigned timely on sites like ARH, ADT feed doesn't know patient... will have to manually order and enter result 	Document issues with meters on the log and assign to the right floors ASAP.	Techs trained on POC
EMPower Training	EHS Chemical Hygiene Program Training Due:9/30/17	Complete by 9/30/17	All
Meeting adjourned	0730,1600		
Next meeting	Sept. 2017		

Julie Negado
Recording Secretary