

## Quest Diagnostics at SGMC

### Core Lab Meeting

MINUTES

9/18/17

**PRESENT:** TECHNICAL STAFF

**DISTRIBUTION:** SGMC TECHNICAL STAFF

**MEETING COMMENCED:** 0715, 1600

Item	Discussion	Action	Follow-up
<b>Minutes:</b>			
<b>Overtime</b>	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
<b>Unlabeled Reagents and QC</b>	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
<b>Breaks</b>	Avoid taking breaks an hour before shift ends.	GL to coordinate breaks as workload allows.	GLs
<b>Vidas</b>	Went live 9/11/17.	Run QC per shift for at least a week. Sign maintenance logs, print calibration sheets and file accordingly.	All
<b>Metrics</b>	GEC troponin improving. August metrics shown.	DI rule changed to release <0.02	Info
<b>Safety</b>	Sharps containers filled with biohazard bags	Discussed costs and consequences of improper disposal of things	All staff
<b>Sysmex/DI Updates</b>	Sysmex and DI procedures have been edited and are now in MTS.	Resets have been made on those who requested.	Info
<b>Employee Engagement</b>	Response rate last year 88% Runs from 9/18- 9/29	Reviewed survey materials and bulletin with staff. Staff encouraged taking the survey.	All staff
<b>Mandatory Flu shots</b>	Clinics will begin from Sept.22 - Nov. 15, 2017.	Read bulletin for exemptions. Submit paperwork to Barb or Supervisor once done.	All staff
<b>Blueprint for Wellness</b>	Quest annual screening program at no cost, runs now through November 13.	Reminded staff to sign up	Info

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<b>TB Quantiferon</b>	Requests have been sent to EHS.	Supervisor to distribute test requisitions once received. Techs that fill out the TB signs or symptoms annually will get new forms.	Info
<b>Meeting adjourned</b>	0730,1615		
<b>Next meeting</b>	October 2017		

Julie Negado  
 Recording Secretary