

Quest Diagnostics at Washington Adventist Hospital

FIELD OPS STAFF MEETING

MINUTES

10/24/2017

PRESENT: 7:00 AM RANDY GRAVES, JEVAUGHN STROMAN, MOHAMMED FAHIM, MOTI PRASAI, KIRAH SHAW
13:00 AJA LIVERMAN, VINITHA DANIEL AND SUSIE MACKABEE

DISTRIBUTION: FIELD OPS STAFF MEMBERS

MEETING COMMENCED:

Item	Discussion	Action	Follow-up
Minutes			
New Staff	<ol style="list-style-type: none"> Silvia Llanos – Front Desk 10/30/17 Full-time Daniel Narayanappa- Second Shift 11/13/17 		
Competency Assessment	<ol style="list-style-type: none"> Capillary Blood Culture Collection Malaria Smear Collection. <p>Deadline for these to be completed is 11/15</p>		
Phone Etiquette	<ol style="list-style-type: none"> When answering the phone you need to state: Washington Adventist Hospital Laboratory, your name, how can I help. Answer phone by the third ring. Try to help the caller if you can before sending forward the call. 		
Specimen Without order log	<ol style="list-style-type: none"> This log must be completed for each specimen received without orders. Logs are turned in to the supervisor daily. 		
Troponin	<ol style="list-style-type: none"> Place troponin specimens in the centrifuge immediately upon receipt. Notify core lab staff when a troponin is received. Troponin TAT has been decreased to 30 minutes. 		
Vocera	<ol style="list-style-type: none"> We will be starting training on 10-30-17 Lab will be getting five Vocera to start 		
Green Bag update	Green Bags have been given to pre-op staff so that processor can quickly identify and process these specimens. Green bag are to be given priority over all other specimens (including ED specimens).	Follow up with PreOp to ensure green bags are in use	PreOp is starting to use them now.
Pending & Phlebotomy Workload Logs	<ol style="list-style-type: none"> Pending log is to be pulled every hour. All scheduled draws need to be collected before the end of your shift. All Phlebotomy workload logs must be turned in daily for supervisor review with a copy of your pending log. 		

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Patient Identification	<p>Phlebotomist should identify patient with labels in hand (barcoded lab label or Cerner label in limited circumstances). Samples must be labeled in front of the patient at completion of draw in the room. Processors will label samples one patient at a time.</p> <p>We had two mislabeled specimens last month.</p>		
Staff Feed Back			

Meeting adjourned 8:00AM and 15:00

Randy Graves

Recording Secretary