

Quest Diagnostics at
Shady Grove & White Oak Medical Centers

LABORATORY MEETING

MINUTES

JANUARY 12 AND 26, 2020 AT 0715, 1100, AND 1400

DISTRIBUTION: LABORATORY STAFF MEMBERS

MEETING COMMENCED: 862-294-2601, PASSCODE 447 49 1266

Item	Discussion	Action	Follow-up
Introductions	New staff introduced themselves to the group	None	None
Mission	<p>Our mission is to extend God’s care through the ministry of physical, mental, and spiritual healing.</p> <p>A team is a group of people working together towards a common goal. At AHC, our common goal is our mission to extend God’s care and every person plays an important role. The “WE” in our mission statement is not someone else or another department, rather “WE” are “WE!” Together, as a team, we can accomplish great things for the patients and families we have been called to serve.</p>	Be able to recite the mission	All Staff
Metrics	We reviewed the current metrics.	All staff must be able to interpret metrics. Please work on improving metrics and identifying barriers in your own areas.	All Staff
Troponin Collections	We changed the troponin collection orders at the end of October, so they are all timed and lab can see the orders more clearly. However, this created some unintended consequences for ED, and our numbers are actually dropping. The Cerner team is meeting with the physicians, ED, and lab to determine the best course of action for the future.	Informational	All Staff
COVID-19 Vaccines	<p>All staff should be aware that the hospital is offering the COVID-19 vaccine. The vaccine is optional at this time, but all staff are strongly encouraged to protect themselves and our patients by getting the vaccine.</p> <p>If you choose to get your vaccine, please give your supervisor documentation of vaccination after your second shot. Quest is requiring the documentation. Also, we want the documentation on file in case this vaccine becomes mandatory in the future.</p>	Informational	All Staff
World AIDS Day	World AIDS Day was celebrated on December 1, 2020. Currently, Prince George’s County has the highest rate of new HIV diagnoses in Maryland. Fort Washington Medical Center has a grant from Glead Sciences to offer HIV and Hep C testing to all patients at no cost to help diagnose and treat these diseases faster for better outcomes.	Informational	All Staff

Item	Discussion	Action	Follow-up
Evaluations	<p>Supervisors are currently finishing up annual evaluations. They will be sitting down with employees to review performance beginning February 4. PRN staff and staff hired within the past few months will not receive an evaluation, but all regular part and fulltime employees will.</p> <p>Please have ideas of personal goals for 2021 when you meet with your supervisor. This is the best time to determine next steps for your career growth.</p>	Informational	All Staff
MTS/Empower	<p>All staff must keep up with MTS and Empower assignments. You should be logging into MTS at least every 2 weeks to complete MTS assignments. Supervisors will post lists monthly of incomplete assignments. They will be monitoring staff who are not getting assignments completed within the targeted timeframe. Staff who are not keeping up will be placed on disciplinary action, because keeping up with assignments is required for job performance.</p>	Informational	All Staff