

Quest Diagnostics at
Shady Grove & White Oak Medical Centers

LABORATORY MEETING

MINUTES

JUN 8 AND 22, 2021 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
Value of the Month	<p>At Adventist Healthcare, STEWARDSHIP means taking ownership and careful responsibility of something entrusted to our care. It includes the time we are given each day.</p> <p>WE believe that time is a gift from God. We are called to be good and responsible stewards of our time as we extend God's care.</p> <p>Stephen Covey, author of The 7 Habits of Highly Effective People, states, "Most of us spend too much time on what is urgent and not enough time on what is important." What are the most important things in your life? Reflect on the amount of time you really spend on the things that are most important.</p>	Be able to recite the values	All Staff
Pillars	<p>The four pillars are:</p> <ol style="list-style-type: none"> 1. People 2. Quality and Safety 3. Experience 4. Finance <p>The three strategic priorities:</p> <ol style="list-style-type: none"> 1. Bigger 2. Better 3. Beyond <p>Going Beyond = Promoting Collaborative Innovation</p> <ul style="list-style-type: none"> • The One Health quality Alliance CIN is a partnership between AHC and area physicians who collaborate to ensure a high quality, lower cost, and optimized patient experience. • AHC's Clinically Integrated Network has grown to 1,200 providers managing 625,000 patient lives. • 2021 Quality Measures <ul style="list-style-type: none"> ○ BMI screening ○ Controlling high blood pressure ○ Diabetes: Poor Hb A1C control (>9%) ○ Depression screening • Best practice process maps and associated take-home points are shared with CIN provider to improve outcomes and savings. 		
Metrics	We reviewed the current metrics.	All staff must be able to interpret metrics. Please work	All Staff

Item	Discussion	Action	Follow-up
		on improving metrics and identifying barriers in your own areas.	
Update Your Phone Number	All staff should log into BOTH Workday and Humanity to ensure the phone number is present and correct. This is mandatory.	Update your phone number in Workday and Humanity.	All Staff
Unconscious Bias Training	<p>All staff are required to log into Workday to complete the Unconscious Bias Training: Invisible Influencers.</p> <p>Leaders must also log in to take the following:</p> <ul style="list-style-type: none"> • Exploring Everyday Bias in Healthcare • Inclusive Leadership 	Log into Workday and complete training	All Staff
Scheduling and Calling Out	<p>Reminder:</p> <ol style="list-style-type: none"> 1. When a staff member calls out of work, he/she must notify the tech in charge in the laboratory and his/her supervisor via telephone (not text). If the supervisor is not available, you can contact the administrator on call. Failure to notify is considered a no call/no show. 2. Staff members requesting PTO on their weekend to work must trade or find coverage for the weekend shifts. PTO will not be approved until the weekend shifts are covered. See your supervisor for help with this. 	Informational	All Staff
COVID Vaccines	The State of Maryland will require COVID vaccines for all staff members. Please provide documentation to your supervisor if you have already received the COVID vaccine. It is recommended that staff begin the series if they have not already done so. See your supervisor if you need help scheduling the vaccine series. Implementation date TBD.	Obtain the COVID vaccine and provide documentation to your supervisor.	All Staff