**

Quest Diagnostics at

Fort Washington Medical Center

|  |
| --- |
| **Laboratory Meeting** **Minutes**  **Oct 20, 2021 at 0700 and 1500** |

**Distribution:** Laboratory Staff Members

**Meeting commenced:** 862-294-2601, Passcode 503 010 544

| **Item** | **Discussion** | **Action** | **Follow-up** |
| --- | --- | --- | --- |
| **Urine Reflex** | We are seeing issues with the cultures that reflex from the urinalysis.   1. Please ensure we pull a marble and grey tube for every urine submitted for urinalysis 2. Processing will start ROB’ing using the automatic batches instead of the manual to try to catch these | Follow new processes | All staff |
|  |  |  |  |
| **Troponin Collections** | There are two ED areas:   * FWED = ED proper—we collect all timed specimens from the ED * FWEDI = ED holding or ED inpatients—we collect ALL specimens from the EDI; these are considered inpatients, they are only waiting on beds   Timed specimens from the ED do not show on our regular collection lists. We must pull ED separately. Instructions given to phlebotomy staff. | Please ensure you are pulling the ED timed collection logs and drawing from all EDI patients | Phlebotomy staff |
|  |  |  |  |
| **Cancelling specimens** | Reminder that you must indicate the name of the person you spoke to when cancelling a specimen.  Please ensure you are only cancelling the intended tests. If you cancel an entire accession number, you may cancel tests that have already been resulted.  If the lab cancels a specimen due to integrity issues (hemolysis, lipemia, QNS, etc) WE are responsible for placing a new order for testing. | Please cancel per SOP | All staff |
|  |  |  |  |
| **Outpatient armbands** | All patients (inpatient and outpatients) must have an armband prior to specimen collection. There were some issues with this initially, but they are corrected now. | Follow patient identification procedures | All staff |
|  |  |  |  |
| **Timecards** | Please let your supervisor know if your timecard is still not working. We cannot tell if your timecard is working if you are using teletimer to clock in. | Informational | All Staff |
|  |  |  |  |
| **Mailbox Messages** | Please ensure you know how to read the mailbox messages in Sunquest. This is an important pathway for disseminating information. | Informational | All staff |
|  |  |  |  |
| **Metrics** | We reviewed the metrics that will be measured and how to read the communication graphs.   * Troponins resulted within 30 minutes of receipt * Protimes resulted within 30 minutes of receipt * Morning run specimens resulted by 8am and received by 7am * Troponins collected within 30 minutes of intended time * Add on tests ordered within 20 minutes of order * COVID results | All staff must be able to interpret metrics. | All Staff |
|  |  |  |  |
| **Due Dates** | Reminder that we have a number of due dates that must be met:   * 11/1 Annual TB testing or questionnaire * 10/31 Compliance training in Empower * 11/12 Annual flu shot   Reminder: You must provide evidence of flu shot to your supervisor before 11/12. We do not have access to track in Workday. You must print and provide. |  |  |
|  |  |  |  |