

MEETING MINUTES

DATE:

December 5, 2013

TIME:

0700 & 1500

ATTENDEES:

Brooke Jahner, Jaclyn Jutila, Cain Betty,,
 Mariam Mathew, Anne Tuttle, Maria Navos,
 Caoagdan, Emerita, Brenda Froelich, Eloisa
 Javier, Julie Smith, Raj Kaur and Christina
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EXCUSED:

NEXT MEETING

DATE: January 7, 2014

TIME: 0700 & 1500

LOCATION: Break Room SFH Lab

AGENDA TOPIC	KEY DISCUSSION POINTS
Reflection	Maidy video- see DVD
1. Awards/Kudos	Recognition with Caught in Act and Thank you See some great examples of our teams recognition in the break-room on the bulletin board.
2. Safety/Employee Health IRIS/QIM	<ol style="list-style-type: none"> Safety Shields: Techs have improved on the use of shields in their daily work. The Urine plating needs a smaller shield and will research what is available. Pouring off specimen to aspirate sample on Gem requires the use of shield, share the one in processing please. IRIS- Recent bill from PAML is when Jaclyn realized several patients have repeat tests that should be performed once per hospital stay. Some patients are here for a very long time and this guideline may not apply. See the Common tests list as a good guideline for tests "Once per Hospital Stay". If you see that one of these tests (i.e. A1C) is ordered more than once: <ul style="list-style-type: none"> See if the RN will cancel or give us the okay to cancel as duplicate If not write on the Hand-off log and Hildy or I will follow-up. Put in TIQ bin for the next day and in follow-up file. If you feel that you must send it then go ahead and complete the Hand-off log and follow-up file and we can try to cancel the next day with PAML before testing. Safety- December Assignments: <ul style="list-style-type: none"> Isolation Review with Lab Assistants: All SFH staff will be assigned a Learn module when completed. Video - PPE and print form FIT testing dates to be determined Fire safety last date is December 17th, 4-6 pm (it takes about 30 minutes).
3. Accountability-	Goals FY14- will be submitted by December 20, 2013 and you will get a notification via e-mail through success factors. Items will be around cost savings to include and see attach suggestions. <ul style="list-style-type: none"> Butterfly use and November 1550 was the actual count (GREAT JOB Everyone!) If you want to lead a team let me know. OT <1.0% - FHS system goal and this is a team goal to reduce daily OT, RBS, punch in and out errors.

	<ul style="list-style-type: none"> • Reduce Staffing: I have looked at ways to reduce staffing and this is what we can do. <ol style="list-style-type: none"> 1. PTO CUT/HRWLC- low census and this can be done at the time clock and reduce rework for Hildy. 2. Techs 10 hour shift will be reduce to 8 for those covering while Jo/Vicky is on PTO. I will adjust start times for 1330 and 2130 person. 3. Jaclyn vacation will not be covered and I will work on a plan to distribute her duties among others and this way everyone will know a little bit about her tasks and can keep up with the one task and be prepared to step up when asked. 4. Waste Reduction: Reduce the 7- 17gal \$18/each container hard sided plastic sharp containers to 3/week. More to come next week: <ul style="list-style-type: none"> • Use the large biohazard round trash containers for everything that is biohazard: tubes of blood being tossed at the end of 7 days, urine cups, biohazard bags, soiled gloves or wipes and much more. • 17 Gallon hard sided container will not be right by the bench. The small containers on the desk top will be used instead for glass vials, glass slides, wood sticks, and sharps. These can then be dumped into the large container during the shifts.
4. Team Work	<ol style="list-style-type: none"> 1. Team work focus for the next few months is on a module “Birds of different feathers” or show your true colors. This should be a fun way to know who you work with and by knowing each other’s dominant bird style at work everyone and appreciate the styles of the others in your “nest” 😊 2. Everyone has given me their strongest bird and second strongest and can see the list attached. Overall the laboratory has many Doves and Owls. I have attached the description to provide fun reading material. The next part will be in January and we will look at how this works as our team environment. This should be the fun part. Thanks to all of you for getting the information to me. If anyone is missing let me know and I can add you to the list.
5. SFH Process Improvement	<p>A3 process for Newborn Screens: Goal: 100% of all infants will have a newborn screen collected before discharge, between 18-48 hours of birth time.</p> <p>Newborn Screens will be part of my A3 (lean) project for the next month and I’ll be asking questions and watch our process. (See example of lean process of current flow-it was fun to draw pictures).</p> <ul style="list-style-type: none"> • Currently a log is in processing to have lab assistants check every shift to see if each baby in couplet care has a Newborn Screen ordered. (We may not have the label until the next day) • Follow-up with PP2 if a Newborn Screen is not ordered. • If the RN states they will draw make sure to footnote this discussion in Cerner. • As we move further I would like this to be part of the hand-off log at 0700, 1430 and 2230.
6. Round Table	<ol style="list-style-type: none"> 1. Christmas cards- Kat is working on individual cards to departments. (Thanks Kat!) 2. Stop Light Report is based on documented rounding with SFH lab staff. This will be changed monthly and I will interview different staff throughout the year. See an example attached to these meeting notes.

OPEN ACTIONS	OWNER(S)	DUE DATE	DATE COMPLETED
Vocera-is this an option for SFH.	Sally	No new equipment can be purchased for the first 90 days	December 2013

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