

Weekly Updates

July 1, 2015

Test	Description of Changes	Affected Individuals
Creats	We have completely switched now to the CRE2. With this urines are linear to 400 mg/dl and if you do have to do a dilution you will use Millipore water and do a 1:2 first. If it's still high do a 1:3	Bench Techs
Immunology QC	We have started the new lot of Immunology QC as of this past Monday.	Bench Techs
Freezer #3	We are using the new freezer and recording temps daily. The process for the temps is a little different. See the cheat sheet on the front door of the freezer on the magnet. Thus far the temps look like they are all within the specs.	Bench Techs
Missing Orders Process	We now have a new process for missing orders that has been sanctioned by Carla and Dr. Erickson. <ul style="list-style-type: none">• If you are missing orders on a patient please call one of the lead RNs (Coleen or Kim) for assistance.• If they are not available call Tiana for help.• This is a trial and things may change but for now this is the plan.	All Staff
Very Special Tubes	We now have 3 purple/black speckled tops for use when an Immuno Deficiency Panel (CD4 count) is ordered on a Friday after 2PM or before a long weekend. See why they are very special?	All Staff
Missing or Low Supplies	Heather and Sondra are "learned" in the ordering process. If you find that we are low on something you can let them know. If we are dangerously low Sherry can get supplies from the storeroom and send emergency orders to our suppliers.	All Staff

Denelle's Leave	With Denelle out for hopefully only a couple of weeks (she expects to be back on Friday, July 17 or Monday, July 20) please be sure to contact Sherry with needs that can't wait until she is back in the office if necessary (ie sick calls, urgent supply needs, etc). Sherry is planning to maintain her normal work schedule unless there are reasons she needs to be here other times.	All Staff
Posted Schedules	We plan to keep just one copy of the schedule(s) (current and new) hanging in the office. There are so many changes, that we have trouble keeping all the copies current. Feel free to come and look at the schedule in the office as you need.	All Staff

Procedure Additions, Updates and Changes: