VERDE VALLEY MEDICAL CENTER INTEROFFICE MEMORANDUM

 8/13/13

**Subject:**  Meeting Minutes, 8/13/13

**Attendees:** Karen McMullin, Dorothy Danielson, Susan Argenio, Vanessa Price, Gary Sauer, Laurel Adams, Sandy Berg, Evelyn Lockard, Spencer Lower, Walter, Rumann, Tina Allen, Tera Chambers, Brenda Horton, Vivien Ott, Jessie Salterberg, Donna Walker

**Performance Goals**

* Goal of turnaround times is 96%. Need to work on day shift to get them at 96%. Ideas are welcome.

**STAT Tests**

* All ER tests are STAT. OR in Surgery trumps an ER STAT.Take OR STATS to a Tech and hand it to them. Do not put in racks.
* We are getting special colored racks to put stats into.
* Separate STATS when they come in and take them to the Techs before taking the routines.
* Batch the Buckets and the routines.

**STRATEGY PLAN**

The “Three Grand Strategies” are Performance – Value – Health. There is a new bulletin board in the Lab front with these strategies on it. These Strategies include: Productivity, revenue reports, PRC scores, Cause for Applause. Need input on Health strategies for patients as well as employees. One suggestion was getting all in the Lab signed up for LifePath and participating.

**IT Tickets**

Dr. Novak is tracking IT Tickets and the turn round times. Send all HELP Desk tickets to him by Friday of each Week.

**Cerner Issues**

There are still problems in Cerner resulting from the last upgrade/downtime. If you have a Cerner issue, print out a screen shot (if possible) and turn in a help desk ticket. Log it on the “Cerner Issues since Upgrade” Log sheet. Check Cerner Log to see if it has already been reported.

**Labels**

Labels and the way they are put on specimens is a Hospital wide problem. Labels need to have them put on a certain way so they can see test specimen/samples clearly and record/read all information needed on the labels. Idea: Educate new hire nurses. Make a Kaizan project out of it.

**Mandatory Modules**

Mandatory Modules are: 1) Mandatory Module 2) AIDET 3) HIPPA 4) Workplace violence

These need to be completed ***prior*** to your annual review.

**Document Control Project**

This is a mandatory, hospital wide project. All forms used by one or more persons must be put on the portal and controlled. With this coming the S: drive will be going away. All of you with a file on the S: drive will have to move them to the U: drive. If you need help dong this let Susan know.

**Misc. Lab Items**

* Lab Projects -LOINC (Coding of tests), Mayo reference lab build. Mike and Karen Pearson spending time on these so productivity will be down.
* Analyzer Malfunction Reports need to be put on the front of the analyzers.
* ***Any*** chemical that you are not sure how to dispose of, contact Spencer.
* Due to the FY14 Budget, money had to be removed from travel and development.
* Time to send reminders to Drs. On sweep draw times and how we respond to STATs, ASAPs, TM draws and RT draws.
* Flu shots are now mandatory.
* Everyone in the lab needs to take personal responsibility in the cleanliness of the break room. Throw away containers when empty (cups, cardboard boxes from café etc.) Label and date items left in the refrigerator. Wipe up crumbs, drips and spills after yourselves