

EINSTEIN MEDICAL CENTER-CHEMISTRY

SUBJECT: CHEMISTRY STAFF MEETING

ATTENDEES: JENNIFER LORE

DATE: MARCH 25TH, 2016

AGENDA

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
TECHNICAL CHEM	<ol style="list-style-type: none"> 1. Beta Hydroxybutyrate 2. New Vidas 3 3. MedTraining Website 4. Checking emails 5. New Command Center 6. Moving Averages 7. QC troubleshooting logs 8. Calibration Logs 9. Critical Values 10. Quest cancellation log 	<ul style="list-style-type: none"> • New Beta Hydroxybutyrate reagent on C5. We went live on 3/24/2016. • New Vidas 3 instrument. Will be performing Procalcitonin Testing. Training will be starting soon. Look out for emails of training dates and times. • New MedTraining.org website. All new meeting minutes, new and revised procedures. 2016 competency quizzes will be assigned on this website. • Make sure you are checking emails on a regular basis. All medtraining notifications will be sent via email. Do not delete these emails without reviewing the documentation. • New Abbott Command Center now up and running. If you click on one of the five screens you need to tap "Cntl" "Cntl" key twice on the key board. A small white box will appear in the top left portion of the computer. You should then click on the grid to get back to see all 5 screens. • Moving Averages Monitor, user name & password is same as the stat board "turntime" and einstein9. Do not sign onto this computer with your own username and password. <ul style="list-style-type: none"> ○ Click on MA. On the top bar if you need to sign back in. Only Ca, Na, TSH and Alb should be selected. • QC trouble shooting logs have been in use since the beginning of March. Make sure you are using these logs. • Calibration Logs – you need to make sure you are recording this data. No exceptions!! • Documentation of Critical Values – Remember Name, date and time. Initials. If you are not compliant you will be written up. No exceptions. • During your shift they may receive a call from Quest regarding the cancellation of a test. Please make sure staff documents this info in the binder called rejected sendout specimens. 	<ul style="list-style-type: none"> • BHOB needs to be QC daily and resulted in Cerner. Memo went out to Physicians to notify them that assay is now orderable. • Training will start soon, you will need to allow ~ 1 hour for training. • Med Training website. Some of you are still not logging in and signing off on documentation. Remember that the review of meeting minutes, new/revised procedure minutes and any assignments affect your evaluation. • Calibration logs should be if you are placing on a new lot of reagent, same lot of

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			reagent or calibration to help trouble shoot QC.
Goals	<ul style="list-style-type: none"> Chemistry Goals 	<p>GOALS FOR OUR DEPARTMENT INCLUDE THE FOLLOWING:</p> <ul style="list-style-type: none"> Goals for Chemistry Department <ul style="list-style-type: none"> Troponins are now >88% within 50 minutes Screen8 >90% within 50 minutes BNP >88% within 60 minutes <p>What can we do to make these goals? What are your suggestions? What are the issues you are seeing?</p>	<ul style="list-style-type: none"> Command Center is very help to check if specimens are running without having to walk around each instrument
EMPLOYEE ISSUES/ Competency	<ol style="list-style-type: none"> EMCP-employees due for competency 	<ul style="list-style-type: none"> We will be using the MedTraining.org website. Competency quizzes will be assigned at the beginning of your competency month. You will have till the end of the month to complete the quiz and be competent. Annual Safety Education Meeting Minutes Affects employee review if you are not signing off and completing tasks in a timely manner. 	<ul style="list-style-type: none"> Make sure you are logging and checking your email weekly to keep up to date on important announcements and assignments.
HOSPITAL NEWS	<ol style="list-style-type: none"> Overtime Approval Overtime forms 	<ul style="list-style-type: none"> Remember you need a supervisor's approval to work over your scheduled time. This is even if it is 15 minute. You need to request approval prior to staying, do not come and let us know that you stayed and it is after your scheduled time. Employees must complete a Voluntary Overtime Acknowledgment Form for each voluntarily worked shift that they accept that is outside of the agreed to, predetermined and regularly scheduled work shift. (Appendix A). Managers must retain the completed Voluntary Overtime Acknowledgment Form for three (3) years. Sheets will be located by the schedules in a separate bin. For those of you that are helping pick up shifts on 3rd please remember to complete the voluntary overtime form. 	<ul style="list-style-type: none"> Discussed
HUMAN RESOURCES	<ol style="list-style-type: none"> Open Positions Vacancies Attendance Policy and PSL 	<p style="text-align: center;"><u>Lab - Open Requisitions OPEN REQS. – EMCP/EP</u></p> <p>12030 21404-Supv-General Clinical Supervisor - Microbiology replacing John Passick. Lisa Provost will be interim</p> <p>12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka</p> <p>12929 FT 75hr position-21404 Microbiology, replacing Dipti Patel, awarded to Binh Truong</p>	<ul style="list-style-type: none"> Discussed open positions Please let Jennifer or Chris Lagore know if you are able to help out.

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		<p>12929 21404-Lab Technologist - Microbiology Day 64 EMCP Binh Truong awarded to Dan Le</p> <p>21404-Lab Technologist - Microbiology Day EMCP replacing Sonal Patel awarded to internal Maria Torres tentative start date June 20</p> <p>12978 21420-Lab Technologist - PRN - Elkins Park Day PRN EP Shiji Johnson</p> <p>12928 PT with benefits-21406 Evening shift- Valerie Jalicke employee received a FT job as a teacher, she will stay PRN Awarded to Phoung Nguyen internal</p> <p>13059 21402- Lab Technologist Day75 EMCP replacing Donna Delmonte awarded to internal Lisa Frisco tentative start date June 20</p> <p>21406-Lab technologist Night 75 EMCP replacing Duena Hicks</p> <p>21412-Clerk-Evening shift-PRN replacing Bryanlind Patterson</p> <p>Open Shifts for 3rd in April have been posted and emailed to all lab staff.</p> <p>As you are aware the new attendance policy has been removed and the point system has been canceled. Unscheduled absences, early departures and lateness will be tracked as occurrences/episodes of absences under the previous Attendance & Punctuality Policy (HR025.2). In addition, as of right now anything over the one minute start time is still considered late.</p>	
SAFETY	1. Safety Checks	<ul style="list-style-type: none"> Please take the safety checks very serious. The organizations regulatory person will perform spot checks. If something is out of compliance they will ask to review the safety audit. This info will be shared with admin. 	<ul style="list-style-type: none"> Discussed
Other	<ul style="list-style-type: none"> Lab Week 	<ul style="list-style-type: none"> Festivities being planned Need volunteers for the committee 	<ul style="list-style-type: none"> Discussed
SLR	<ul style="list-style-type: none"> SLR 	<ul style="list-style-type: none"> What tools do you need to do your job? New mouse pads purchased 	<ul style="list-style-type: none"> No new tools needed to complete job function as of right now per staff.
Pending Logs	<ul style="list-style-type: none"> Urine Logs Cancellation Rules 	<p>Urine Pending logs no longer need to go outside my door. Please continue to pull your pending logs and make sure all specimens are accounted for at the beginning and end of your shift for all benches.</p>	<ul style="list-style-type: none"> Discussed Reviewed rules for pending logs.

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		<p>Cancellation rules:</p> <p><u>3 day rule</u>-This rule will be triggered once an order is placed and activated, if the order doesn't go from dispatch to collected the order will be automatically canceled</p> <p><u>31 day rule</u>-This rule will be triggered if a specimen is in collect status but never gets received in the lab. This rule was the 14 day rule but has now been changed to 31 days due to the ambulatory process.</p> <p><u>Cancellation rules</u>- To clear our current pending lists, this rule is in the test environment, the core team is currently working on a script to clear our pending lists that may have orders on them from years ago. Time expired for updates from each department.</p>	