

EINSTEIN MEDICAL CENTER-CHEMISTRY

SUBJECT: CHEMISTRY STAFF MEETING

ATTENDEES: JENNIFER LORE

DATE: MAY 25TH & 26TH, 2016

AGENDA

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
TECHNICAL CHEM	<ol style="list-style-type: none"> 1. Vidas 3 Go Live 2. Checking emails 3. Critical Values 4. Cerner Upgrade 5. CAC 6. COO Visit 7. One Hour Schedule 8. Belmont Specimens 9. HEP C 10. Lactic Acid 11. DDR 	<ul style="list-style-type: none"> • Vidas 3 instrument goes live on 6/1/2016. Will be performing Procalcitonin Testing. A few more people need to be trained. • Make sure you are checking emails on a regular basis. CAP Surveys and important information is sent via emails. All medtraining notifications will be sent via email. Do not delete these emails without reviewing the documentation. • Documentation of Critical Values – Remember Name, date and time. Initials. If you are not compliant you will be written up. No exceptions. • Cerner upgrades will take place on June 5th starting at midnight and ending at 730 am. The downtime procedure will need to be followed. • Cancer Center – must be logged into the lab after they were tubed down • Ruth Lefton who is the new COO will be touring the lab on June 7th at 11 am. • New 1 hour schedule was posted for the courier for transporting specimens to EP • We no longer will be processing Arcadia/Belmont specimens. • Einstein was awarded a new grant to perform Hep C testing on uninsured and under insured patients (similar to our HIV grant). We expect to see an increase in Hep C orders. More information will be shared once we receive it. • Investigation on Lactic Acid Reagent by Abbott appears to be within expected limits. Abbott is reviewing the calibrator now. Other labs have reported the same issue of having to calibrate more frequently than expected. We will be looking to purchase a new line of Lactic Acid Reagent from Abbott mid-June to start validation. This lactic acid would be stable on board 30 days and calibration would be good for 30 days. • Starting June 1st, DDRs will be filled out electronically and sent to the supervisor with the exception of mislabeled samples which will continue to be completed on a hard copy. I am emailing everyone a copy of the electronic form for the DDR. If you have any printouts that you would like to attach as evidence to a DDR you may place them in the mailbox outside of my door and I will scan them and attach to the document. • DDRs for specimens not being inlab'd need to be sent to Peggy directly. Specimens that are believed to be mislabeled need to follow the procedure, check with heme for MCV delta, as well as blood typing in Blood Bank. • The constant DDRs for techs not recording QC in Cerner or on the log sheets, or not verifying QC is unacceptable. It is your responsibility to ensure that all results QC and patients are recorded properly in the manual logs as well as the LIS system. 	<ul style="list-style-type: none"> • Discussed

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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"> Looking at having the ED draw a large lavender top tube for BNPs so they can be loaded on the track with no issues of label placement. 	<ul style="list-style-type: none"> Techs felt the large lavender tubes might be a great improvement.
EMPLOYEE ISSUES/ Competency	<ol style="list-style-type: none"> EMCP-employees due for competency Evaluations 	<ul style="list-style-type: none"> Please remember it is your responsibility to provide the supervisor with all necessary documentation for your competency. Chanh, Loretta and Chris will still provide staff with the unknown samples. Anyone who is competent may observe and sign you off on the duties. It does not have to be Chanh, Loretta or Chris. 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. Evaluations – Dave and Jennifer will be meeting with staff starting in August your yearly evaluations. Core lab will be completed by Sept. 16th. Chris L will complete all 3rd shift employees by August 12th, and Loretta will complete 2nd shift by Sept. 30th. 	<ul style="list-style-type: none"> Techs asked if they could have a reference of what materials that they should provide as documentation. JL is coming up with a list of suggestions.
HOSPITAL NEWS	<ol style="list-style-type: none"> Overtime Approval Overtime forms Rapid Response 	<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. If there is an emergency you would call the STAT operator at 6-6161 use this number for codes as well. If you have an emergency for a non-inpatient, the non-inpatient needs to go to the ED, call 6-6911 	<ul style="list-style-type: none"> Discussed

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HUMAN RESOURCES	<ol style="list-style-type: none"> 1. Open Positions Vacancies 2. Attendance Policy and PSL 3. Annual Enrollment 4. Sick Time 5. New Recruiter 	<p style="text-align: center;"><u>Lab - Open Requisitions OPEN REQS. – EMCP/EP</u></p> <p>Closed Positions-</p> <p>21404-FT-Lead tech Microbiology-replacing Lisa Provost Awarded to Kim Toms 21402-PRN-Lab technologist replacing Dan Nguyet Awarded to external Chizoba Agoguba start date June 6, 2016</p> <p>Open Positions-</p> <ul style="list-style-type: none"> • Req 13442 21410-PRN Blood Bank technologist-Variable shifts-replacing Ashton Cheviliar • Req 12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka • Req 13271 21406-Lab technologist Night 75 EMCP replacing Duena Hicks • Req 13770 21402-Lab PRN technologist replacing Christine Eagle • Req 13771 21406-Lab PRN technologist replacing John Ekpe-variable shifts between second and third • Req 13811 21406-Lab Tech Night 75 EMCP replacing Anisha Patel • Req 13782-21404-Lab Tech Dayshift 75 EMCP replacing Kim Toms • 21406-PT with no benefits-21406 Evening shift-Replacing Phoung Nguyen REPOST • Req---21406-Lab Tech Evening Shift-Replacing Violetta Vrujia-(Hematology and Blood Bank) • Lab Technologist - PRN - Elkins Park (12978) position-Pending Karen Jones external applicant <p>As you are aware the new attendance policy has been removed and the point system has been canceled. <u>Unscheduled absences, early departures and lateness will be tracked as occurrences/episodes of absences under the previous Attendance & Punctuality Policy (HR025.2).</u> In addition, as of right now <u>anything over the one minute start time is still considered late.</u></p> <p>Annual Enrollment is from May 29th – June 12th. Please review your benefits and make any changes for the upcoming plan year that begins on July 1st, 2016.</p> <p>HR Sick Time Policy – please note that if you are absent for 3 or more consecutive workdays you will need to obtain a note from your physician when you return to work.</p> <p>Also it is at the discretion of the management that we may require written certification or other proof of an illness that resulted in sick time use (this does not need to 3 days).</p> <p>The new lab recruiter is Priscilla Baez.</p>	<ul style="list-style-type: none"> • Discussed

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SAFETY	<ol style="list-style-type: none"> 1. Emergency management 2. Active Shooter 	<p>These rounds will occur at the department or unit level to connect leaders with the wisdom of our front line members. Where the team will ask questions to front line members. It will consist of 3-4 members which includes members from the Patient Safety Committee including one physician</p> <p>Please remember what the correct response should be if there is an active shooter on campus.</p>	<ul style="list-style-type: none"> • Discussed. See attached rounding for emergency management . • See attached Active Shooter PowerPoint.
SLR	<ul style="list-style-type: none"> • SLR 	<p>What tools do you need to do your job?</p> <p>Put in to see if we can get a small back UA instrument for the urine chemistry portion.</p>	<ul style="list-style-type: none"> • Staff asked for a container to measure 24 hour urines in when there are 2 containers and sometimes they do not have measurement marks. • Staff commented the location of the command center cannot be seen by the techs with their backs to the wall. Discussed possible solutions. Looking into options.
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> <p>Cancellation rules:</p> <p>3 day rule-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</p>	<ul style="list-style-type: none"> • Discussed

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		<p>canceled</p> <p>31 day rule-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>	