

EINSTEIN MEDICAL CENTER-CHEMISTRY

SUBJECT: CHEMISTRY STAFF MEETING

ATTENDEES: JENNIFER LORE

DATE: JULY 18TH, 2016

AGENDA

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
TECHNICAL CHEM	<ol style="list-style-type: none"> 1. Vidas 3 2. HIV at EP 3. EMCM HIV 4. Critical Values 5. CAC 6. Belmont Specimens 7. EIMA 8. HEP C 9. DDR 10. Urine forms 11. Centrifuges 12. Label Issues 13. QC in Instrument Manager 14. Wasting of QC 15. Hep A & Hep B Confirmatory 	<ul style="list-style-type: none"> • Vidas 3 – Procalcitonin – has a 45 minute TAT <ul style="list-style-type: none"> ○ Specimens have their own Red Top Tube and Label – must be spun offline. Do not load on Abbott Analyzer ○ Timer placed near instrument – please set it as a reminder to result PCT when testing is completed • HIV testing is now being offered at the EMC-EP and will be sent via courier to EMCP. • EMCM will continue to call the Chemistry test to let us know that they will be sending an HIV specimen when they have an exposure (i.e. needle stick) We now can result the sample directly from Instrument Manager. Please continue to fax a hard copy of the result also. • Documentation of Critical Values – Remember Name, date and time. Initials. If you are not compliant you will be written up. No exceptions. • Cancer Center – must be logged into the lab by the Cancer Tech in the lab after they are tubed down for STAT samples, Routines are given to CP to in-lab. • We no longer will be processing Arcadia/Belmont specimens. • We will be starting with an outreach to the Klein 300 location called EIMA. TBD the start date but samples will be picked up and registered by the lab. Phone list is being updated to remove Belmont and to add the phone number of EIMA location. There will be three pick-up's by CP staff 10am, 1pm, and 6pm. All samples will be registered by the CP staff and delivered to the appropriate department. • 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. Hope to have more information next week – tentative go live in August 2016. • 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. If your computer only has Microsoft office viewer please place a help desk ticket and provide the computer location and name so it can be installed. • New forms for Manual Urine Results, QC to match the correct order that the strip is read. • New Administration Centrifuge Procedure requires once a month checks on centrifuges, and cleaning. Chemistry procedure was updated to include this check and new form. Maria R. 	<ul style="list-style-type: none"> • Discussed

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		<p>will perform this check for RIA/UA area for the rest of the year.</p> <ul style="list-style-type: none"> • Nurse Managers location and phone number was posted on board in Chem. This was emailed to all staff as well in regards to how to handle faded or poor quality labels. Please follow this procedure to ensure label issues are addressed in real time. • When a test is held in IM for QC (box toward the right of the screen) <ul style="list-style-type: none"> ○ Steps that should be taken prior to releasing the hold ○ Review in Cerner under QC Inquiry to verify that QC was resulted for the assay and was within acceptable limits ○ Review the Levy Jennings chart on the Abbott Instrument to verify all levels of QC are acceptable. ○ If both are acceptable, the hold can be released. ○ If they are not acceptable, follow the QC troubleshooting procedure of repeating QC, calibration etc. • Please be careful with over pouring QC. We are wasting too much QC due to over pouring. The instruments will tell you how much is needed to run testing. • Based on volume we will not be keeping the Hep A or Hep B Confirmatory Reagent on the instrument. These reagents should be kept in the Hep Fridge and placed on board and calibrated (if needed) and QC'd by the tech placing the reagent on board. 3rd shift will remove the Reagent when they take the instrument down for maintenance if needed. • Training of CP for loading the track has started. Maria R, Shanice, and Chanh will be running sessions over the next 2 weeks to train Central Processing. 	
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 55 minutes ○ Screen8 >88% within 55 minutes ○ BNP >88% within 60 minutes ○ PCT >88% within 45 minutes ○ Time to cancel samples after they reach the lab for hemolysis, QNS is now being tracked. <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"> • How has the ED process been with BNP in the large tubes. Increase in TAT since the start of the large tubes. 	<ul style="list-style-type: none"> • Discussed
EMPLOYEE ISSUES/ Competency	<ol style="list-style-type: none"> 1. EMCP-employees due for competency 2. 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. 	<ul style="list-style-type: none"> • Discussed

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		<ul style="list-style-type: none"> 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. 	
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
HUMAN RESOURCES	<ol style="list-style-type: none"> Open Positions Vacancies Attendance Policy and PSL Labor Union 	<p style="text-align: center;"><u>Lab - Open Requisitions OPEN REQS. – EMCP/EP</u></p> <p>Closed Positions-</p> <ul style="list-style-type: none"> 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 Req 13238-21406-PT with no benefits-21406 Evening shift-Replacing Phoung Nguyen REPOST Awarded to Jenny Van Mersbergen Req 13771- 21406-Lab PRN technologist replacing John Ekpe-variable shifts between second and third-Awarded to <u>Jose Ramirez</u>-To be trained in Blood Bank and Hematology, start date July 18th Req 13811 21406-Lab Tech Night 75 EMCP replacing Anisha Patel-Awarded to <u>Samantha Hayes</u>, start date July 18th Req 13442 21410-PRN Blood Bank technologist-Variable shifts-replacing Ashton Chevalier-Awarded to <u>Cholette Hunt</u> start date July 18th Req 13271 21406-Lab Tech Night 75 EMCP replacing Lisa Frisco-Awarded to <u>Lisa Cruz</u>, start date July 18th Req 12978- replacing Shiji Johnson-Lab Technologist - PRN - Elkins Park position-Awarded to <u>Ilene G Astra</u> external-Startdate July 18th Req 13942-21406-Lab Tech Evening Shift-Replacing Violetta Vrujia-(Hematology and Blood Bank) 75 hrs. Awarded to <u>Phuong Nguyen</u> 	<ul style="list-style-type: none"> Discussed

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		<p>Open Positions-</p> <ul style="list-style-type: none"> • Req 12746 21408-QA Manager Laboratory –Lab Administration replacing Jaclene Kokoszka • Req 13770- 21402-Lab PRN technologist replacing Christine Eagle • Req 13782-21404-Lab Tech Dayshift 75 EMCP replacing Kim Toms <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 <u>over the one minute start time</u> is still considered late.</p> <p>Labor Union handout available outside Jennifer’s door.</p>	
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.
SLR	<ul style="list-style-type: none"> • SLR 	<p>What tools do you need to do your job?</p>	<ul style="list-style-type: none"> • Tech asked if we could combine all the different pending logs of the Urine Bench into 1 or 2.
Pending Logs	<ul style="list-style-type: none"> • Pending Logs • Cancellation Rules 	<p>Pending logs need to be pulled and make sure all specimens are accounted for at the beginning and end of your shift for all benches. The printed copy with samples accounted should be signed and dated and placed in the correct bins.</p> <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</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>	