

EINSTEIN MEDICAL CENTER-CHEMISTRY

SUBJECT: CHEMISTRY STAFF MEETING

ATTENDEES: JENNIFER LORE

DATE: SEPTEMBER 19TH, 2016

AGENDA

CATEGORY	TOPIC	ANNOUNCEMENT / UPDATE	DISCUSSION
TECHNICAL CHEM	<ol style="list-style-type: none"> 1. HEP C at EP 2. Urine forms 3. Osmo 4. CAP Inspection Window 5. EPOC 	<ul style="list-style-type: none"> • HCV testing will now be offered at EMC-EP starting September 20th, 2016. • Urine/ Serum HCG Procedure & QC Change starting 9/1/2016 – Please do not write anything in the log unless you are actually performing the QC. (i.e. Date, Same lot, Same lot). • Starting September 19th we will start a trial on Osmo resulting. <ul style="list-style-type: none"> ○ 290STD will no longer be resulted in Cerner. Only record this data on the log sheet. ○ Urine and Serum QC will only be entered directly into Cerner, no longer on the log. ○ We will run this trial for 30 days to see if this will help with numerous locations to record results and DDRs. • Our CAP inspection window is opening up in January 2017 but we should be prepared at all times. <ul style="list-style-type: none"> ○ All checklist and logs should be updated in real time. ○ If you have paperwork from prior to 2015 please make sure it is removed from the laboratory. ○ Please do not print out procedures or Job Aids and leave them in the drawers or laying around. ○ If you preprint forms and hoard them, please go through your paperwork to ensure they have the updated form number to match the H drive. All others discard immediately. ○ Procalcitonin sheet is still missing signatures. This is over near the instrument. Please sign it immediately. • The EPOC instrument and Cards that previously was stored in the POC Coordinator's office has now been moved to the Core lab behind the Glucose meters. This meter is used if the ED gets a patient they suspect has Ebola. They will come to the lab and pick up the analyzer. 	<ul style="list-style-type: none"> • HCV will be sent via courier from Ep to EMCP. • HCV received after last courier will be held to morning at EP and will be spun down and frozen for PCR. • Osmo 290STD discussed. • Discussed
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% <u>within 55 minutes</u> ○ Screen8 >88% <u>within 55 minutes</u> ○ <u>BNP >88% within 60 minutes</u> ○ <u>PCT >88% within 45 minutes</u> ○ <u>Time to cancel samples after they reach the lab for hemolysis, QNS is now being tracked.</u> 	<ul style="list-style-type: none"> • Discussed • Carry timer around • Pull pending logs more frequently

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		<p>What can we do to make these goals? What are your suggestions? What are the issues you are seeing?</p>	
EMPLOYEE ISSUES/ Competency	1. 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. 	<ul style="list-style-type: none"> • Discussed
HOSPITAL NEWS	<ol style="list-style-type: none"> 1. Overtime Approval 2. Overtime forms 3. Rapid Response 4. Healthcare Business Briefing 5. Harvest Ball 	<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 please remember to complete the voluntary overtime form. • Rapid Response <ul style="list-style-type: none"> ○ Code Blue-patient, employee, visitor not breathing-any area attached to the hospital-ex Klein ○ Emergency Response-Is an emergency other than cardiac, seizures, etc., these are termed emergencies not life –threatening-ex. Pt who comes to a physician office. Team will do a scoop and run and take the pt. to the ED. Security is the common denominator ○ RRT-Rapid Response Team-EMCP for inpatients only-EP-is for inpatients and outpatients • Healthcare Business Briefings: Over the next few months All staff will be required to attend the Healthcare Business briefings. Please stay tuned for the assigned days. • This year’s Harvest Ball is dedicated to telemedicine. 	<ul style="list-style-type: none"> • Discussed
SAFETY	1. Zika Testing	<p>NOTE: The following information pertains only to EMCP/EMCEP patients.</p> <p>I. For inpatients (and outpatient clinics in Klein building):</p> <p>1) The ordering clinician will review the Zika Virus Testing Guidance form and algorithm which will be available on the E-Net to determine if the patient meets criteria</p>	<ul style="list-style-type: none"> • Discussed

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		<p>for Zika virus testing.</p> <p>2) The ordering clinician will contact the PA Department of Public Health at 1-877-PAHEALTH or the Philadelphia Department of Public Health 215-685-6742. The Department of Health will review the patient information and determine whether or not the patient meets criteria for testing.</p> <p>3) The clinician must complete the Zika virus laboratory submission form which must be sent along with the specimen. The Zika Virus Laboratory Submission Form will also be available on the E-Net. Samples will not be accepted by the laboratory without a completed form.</p>	
HUMAN RESOURCES	<p>2. Open Positions Vacancies</p> <p>3. Closed Vacancies</p> <p>4. Attendance Policy and PSL</p> <p>5. Health Steps</p> <p>6. Flu Compliance</p>	<p style="text-align: center;"><u>Lab - Open Requisitions OPEN REQS. – EMCP/EP</u></p> <p>Open Positions-</p> <ul style="list-style-type: none"> • Req 12746 21408-QA Manager Laboratory Lab Administration replacing Jaclene Kokoszka • Req #-21412-PRN Central Processing Clerk replacing Christine DelCotto • Req #-21404-Lab technologist replacing Maria Torres-75 hrs. 12-8pm • Req #-21404-Lab technologist replacing Michelle Mckenna-64hrs <p>Closed Positions-</p> <ul style="list-style-type: none"> • Req 13770- 21402-Lab PRN technologist replacing Christine Eagle-Awarded to external (student)Palakiyem Watoussim • Req 14421-21406-Lab PT technologist replacing Phuong Nguyen-40hrs-Awarded to External Candidate Bhumiben Patel <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>Healthy Steps are due soon. Please make sure your appointments are scheduled in advance. Don't wait to the last minute. Due by 11/30/2016.</p> <p>Flu shots are beginning October 3rd. Please remember that staff are responsible to submit compliance online. If you are requesting a medical or religious accommodation this must be completed prior to October 7th. Flu Shots must be completed and submitted by November 15th, 2016 to be compliant.</p>	<ul style="list-style-type: none"> • Discussed

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SEVERE WEATHER	<ul style="list-style-type: none"> • Cots 	<p>Would staff like for the Laboratory to purchase cots specifically for our department to guarantee a place to sleep in the advent of bad weather (snow)?</p> <p>Looking into if Nursing could provide sheets for the lab if we had our own cots.</p>	<ul style="list-style-type: none"> • Staff said yes to the cots
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. Help Desk Ticket was placed for this item and LIS is working on. <ul style="list-style-type: none"> ○ New Pending Log was created AEMC Chem-UA Man Pending ○ Still need to pull the AUWI pending for Urinalysis • Tech requested new pipette for Osmometer <ul style="list-style-type: none"> ○ New pipette was purchased and placed in service on 9/15/2016 	<ul style="list-style-type: none"> • Discussed