

Management Meetings Minutes

Date: 11/10/2020

<u>Agenda</u>	<u>Discussion</u>	<u>Action</u>
Management	<p>Announcements, new staff</p> <p>Proficiency testing CLIA PDF packet needs to be read/acknowledged on MTS (medtraining.org) by all</p> <p>Hazardous waste in microbiology needs to be only filled 2/3rds of the way and be under 50lbs. Do not overfill.</p> <p>CPA troubleshooting policy created</p>	<p>New: Wade Winchell Administrator, Marina Golysheva Lab project manager, Chloe Z Core lab, Liza P blood bank, Kelly R core lab</p> <p>Staff sent a smart-term message</p> <p>Shakeela to relay to all micro team</p> <p>Mark to provide inservice to CPA on requirements. Yelena and Shakeela to work with core lab/micro to find space for rejections.</p>
Department	<p>Core lab: Kat mentioned unknown loc/docs on some specimens and difficulty relaying information to the appropriate teams, order and collection time EMR training (especially for blood gas), chief of floor not triaging calls consistently, cancellation complaints from floor, covid swabs when covering CPA, DAU and COVID PCR sometimes come bundled.</p> <p>Micro: Linda stated she would like more training on COVID accessioning, that specimens are needing to be accessioned more timely by CPA, and that someone in night shift could be trained for covid result release.</p> <p>CPA: Tiffany mentioned that COVID specimens are</p>	<p>Mark to discuss with CPA need for the doc and location entry indicated on requisition. Others should transfer automatically from computer. System issues should be escalated to Marina if problem persists. Email sent by Admin to appropriate teams relaying concerns about EMR training, Chief of floor, and blood gas collection times. Covid swabs are available in microbiology as well as CPA. Marina to investigate why DAU and PCR are sometimes coming bundled from emr.</p> <p>A training will be organized with Shakeela and she will relay the information to anyone accessioning covid. Mark will work with CPA on priority of accessioning. Yelena will discuss with night shift of a candidate to help with this task.</p>

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	<p>coming in greater volumes before 2nd shift from PST and it can be a large task to accession all at once.</p> <p>AP: Gwen mentioned that there are often issues with podiatry specimens and they aren't getting timely responses.</p> <p>BB, no attendees, no issues voiced.</p>	<p>Dr Xiao sent an email to the PST team and asked that they send specimens more regularly and not in a batch.</p> <p>Nurse manager Judy Flood was contacted by Wade about the issue and will provide a followup.</p>
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Attendance roll call (virtual meeting):

MGMT: Dr. Xiao, Shakeela Jones, Yelena Taranenko, Mark Sydlo, Xinbo Liao, Wade Winchell, Marina Golysheva,

Lab team: Kilmone S, Katiria L, Rezina A, Mary W, Gwen F, Yassir I, Natalia N, Linda C, Tiffany B, Dr Baqui