

Milford

November 2023

1. Critical calls
 - a. Reassign procedure
 - b. Verify result first and then go to FUWL to complete COMM Log
 - i. Only exception is CBC on WAM
 - ii. Radiometer
 1. Scan, Verify, and go to FUWL
 - c. Retraining to navigate COMM log and follow up worklist
 - d. Will start tracking noncompliance and be reflected on performance evaluation.
2. Corrective Reports
 - a. All corrected reports need to be called and documented – make sure if the result is given that the provider reads it back for verification.
 - b. Will start tracking noncompliance and be reflected on performance evaluation.
3. CAP Inspection
 - a. Window opens 10/30/2023
4. Camera Installation
 - a. Employee safety
 - i. Working alone
 - ii. Lots of external traffic
 - iii. Interactions that do not support YNHHS standard of professional behavior.
 - b. Patient safety
 - i. Ability to investigate lost sample or issues where someone claims something has been dropped off, but we don't have it in the lab.
5. Schedule
 - a. Holiday rotation
 - b. Weekend rotation
 - i. Share rotation schedule
 - c. Switch conditions
 - i. OK as long as it doesn't cause overtime.
6. PTO request
 - a. PTO request approval will be limited to be if you have PTO to cover the requested time off in your bank.
 - i. Allows equity and fairness when multiple requests are received.
7. Staying past scheduled hours
 - a. Staying past scheduled hours – needs approval.
 - b. Making up hours – needs approval.
8. Answering phone calls
 - a. Answer the phone in a timely manner; complaints from floors
9. Sample Handling Issues
 - a. ESR – only good for 4 hours
10. Aeroscout alarm and expectations

- a. Will start tracking noncompliance and be reflected on performance evaluation.
- 11. Maintenance chart expectations
 - a. Will start tracking noncompliance and be reflected on performance evaluation.
- 12. Supplies
 - a. Track and cross charge
 - b. Floors are ordering their own and we are back up
 - c. Don't wait for Kirsta; everyone is responsible to open box
 - i. Schedule
- 13. Switching Urinalysis and Radiometer starting 11/13/2023
 - a. Chemistry = Radiometer
 - b. Hematology = Urinalysis
- 14. On going projects
 - a. Fentanyl
 - b. Methadone situation
 - c. Cepheid QC
 - d. Radiometer QC
 - e. Procalcitonin
- 15. Bridgeport Rotation
 - a. Blood Bank
 - b. Hematology
 - c. Chemistry