MCBH Lab Meeting Agenda February 22, 2024

1. Staffing

* Nick last day 2/22/2024. Thank you for your years of service at MC and good luck in the future.
* Ronelle Robinson has accepted a F/T 2nd shift evening position and will start training in the lab on 3/26/2024.
* Mark has joined the MC staff F/T & is starting to train at BH in the BB before doing his BB training at MC.
* Going to try for one more F/T position as a core lab tech days if it gets approved. Stay tuned.

1. DAU

* Remember to enter the pH on the intermediate worksheet on P drive. There were several missed last month (January). Those that missed the entries were reminded of the process. Monthly audit will continue.

1. Cdif

* Please remember to enter the Quik Chek GDH ag/Toxin EIA result on the P drive. Sometimes these entries are also missed. Monthly audit is done. This is a regulatory requirement.

1. Huddle

* Milford techs need to start participating in the huddles. BH techs have been covering weekend huddles for the past several years. We have assigned on the TEAMS schedule for the Heme tech to join the huddles. Everyone has the link in their outlook calendar. This is the same type of meeting as the BB meeting that is held daily that MC participates in.

1. Corrected reports

* Please be careful, there was an increase in corrected reports in January after we had been so good the past few months. Remember all corrected reports must be phoned (no matter how insignificant it may seem to you).
* The UA analyzer is very particular about being cleaned well. We have found that the reason for a lot of the yellow urines being called RED is due to the tray not being cleaned well.

1. No more Trimedix call the DTS service desk for Clinical engineering needs @ 203-688-4357 and pick option 9 to place call with clinical engineering medical device line.
2. Inventory-Please be aware when supplies are getting low. Siemen’s is often on reagent back order and there are not a lot of people we can borrow from so it is very important that we stay on top of inventory. We will be using the walk-in in the old Micro as an overflow area b/c I would rather have more than not enough.
3. Competency and PT-keep an eye out for CAP PT and competencies. Will leave in a central location. Get into the habit of looking for these types of assignments.
4. New hood-We are getting a newer hood to replace the one we have from BH Micro. Probably coming next week.
5. Starting March 1st the 3rd shift will be from 11pm-730 am with a half hour for a meal break. No exceptions unless there is an emergency. We may revisit this in the future for the Techs on Sat/Sun since morning tech doesn’t come in until 630.
6. **Please work your scheduled hours. Do not stay over unless approved. We really need to watch the OT.**
7. New lab coats are on order (they take forever to come in). We have to be better with the PPE and the cell phone usage. The secret shopper has documented a lot of PPE violations , cell phone being visible and even drinks on the specimen processing counter. Warnings are going to be given out.
8. We will need to rotate regularly scheduled day shift techs to cover the evenings to free up Mark to train in Blood bank. Hopefully it won’t take too long.
9. Eye wash check on Sundays must be done and documented on P drive.
10. If there is a delay in patient testing due to instrument down time, QC etc. please be sure to inform the ED & ICU that results are being delayed.
11. All staff should keep an eye out for samples that are dropped off. The phlebs are often on the floors and samples should be received and processed as soon as they arrive into lab.

MCBH Phlebotomy meeting February 27, 2024

1. Since Precious has left, we are going to go down to drawing Golden Hill on Thursdays only at least for the time being. I want to look into the feasibility of one of us going over to GH to pick up the 1st half of the draws and bring them back to accession and process. This will help alleviate the work on the back end if we wait to do all accessioning at the end. This will be especially helpful for staff from BH that are covering 8-11 am.
2. Reminder-when drawing patients, please stay to be sure patient has stopped bleeding before leaving the room. Patients may be on coag therapy and could be prone to be bleeding for longer periods.
3. Also a reminder to please call lab logistics for ED stats. We have gotten a couple of SAFER reports regarding to delays in transporting samples to BH. To help this, all staff (including the techs) have access with instructions to using lab logistics web site and using the packing list editor.

If anyone has questions about anything discussed or listed above, please let Laura know.