Lab meeting April 29, 2024

1. Staffing- We are fully staffed with the addition of Virginia who started as lead tech this past week. Please consult Virginia with any instrumentation problems or other technical issues.

Ronelle is continuing to train on days but until she is completely ready to work that shift, we are left with holes on 2nd shift and too many techs on days some days. I am working to fill these holes without using OT but this may require that techs be moved into the to the 2nd shift holes.

1. Please put in any PTO requests you may have. I am doing the schedule and want to be sure these dates are accounted for. Keep in mind that the weekend schedule is a set rotation and if your vacation conflicts with your weekends, you have to find a replacement to cover your shift. I will work with everyone to try to accommodate but ultimately it is up to you to cover the shifts.
2. Please work your scheduled hours and do not come in early or stay late without approval. Also, there are a lot of missed swipes. All of these examples are against YNHHS policy and are subject to “points”. Please read the posted attendance policy in you have any questions.
3. Validations- We are going to be resuming the fentanyl validation as MC is the last hospital in the system to go live with this test as part of the tox screens. We are also moving ahead with the validation of the DC auto diff reader. Both of these tests should go live during the summer.
4. We continue to have Pro-BNP QC issues. Please stay aware of the developing situation as things are changing (ex. QC, calibrations etc.).
5. Lab logistics is being replaced by Capstone courier is June. Everyone will get a capstone log on and there will be training sessions.
6. Main desk coverage- Phlebotomy coverage is still a problem. We have hired 2 vangard temps (Akelia & Kenecia) to help alleviate this but they are still in-training. When the desk is not covered or there is a back-up of samples, all techs need to pitch in to in-lab, put samples on packing lists etc.
7. Stoplight reports are available on the P drive if you have a question or concern that you would like addressed please fill it out so we can work to find a solution. Also suggestions to improve things are welcome.
8. Please keep eye on supplies and let Laura or Virginia know when something is running low or going out of date. It is everyone’s responsibility to monitor inventory so the lab operates smoothly. I am looking for ideas on how to manage the inventory best and am thinking that maybe the chemistry person on Monday’s should check supplies & backorders. Goal is to have ample supplies without wastage.