

Staff Meeting

January 2017

MANDATORY READ AND SIGN

Ang <u>SA</u>	Ferrer <u>MOTZ</u>	Matsushima <u>AN</u>	Sikhounchanh <u>AS</u>
Bandian <u>MB</u>	Fisher <u>RF</u>	Milleza <u>MT</u>	Summers <u>BS</u>
Barnoski <u>J.B.</u>	Fong _____	Mojaddedi _____	Sylvester <u>JS</u>
Bell <u>MB</u>	Foster _____	Moon <u>CM</u>	Truong <u>HP</u>
Booze <u>LB</u>	Gatchalian <u>lg</u>	Nastor <u>JNS</u>	Vides <u>A</u>
A. Burns <u>MB</u>	Hammoudeh <u>HH</u>	Navarro <u>NA</u>	Vinson <u>RETIRED</u>
Burns <u>GA</u>	Ho <u>RH</u>	Nelson <u>MA</u>	Waugh <u>SW</u>
Calma <u>FC</u>	Hsieh <u>JH</u>	Ong <u>HO</u>	Wedeking <u>FW</u>
Carothers <u>LC</u>	Johal <u>JJ</u>	Pangilinan <u>LP</u>	Whiting <u>DW</u>
Castillo <u>SC</u>	Kallet _____	Perez <u>BP</u>	Yip <u>MY</u>
Cespedes <u>CC</u>	Kelly <u>JK</u>	Phillips <u>PR</u>	
Chow <u>JK</u>	Lear <u>LE</u>	Quong <u>AQ</u>	
Decuire <u>BD</u>	Leonor <u>LN</u>	Rahming <u>AR</u>	
Diaz <u>MD</u>	Lewis <u>LE</u>	Saladze <u>AS</u>	
Ennis <u>I</u>	Mahboobi <u>SM</u>	Saliba <u>ES</u>	
Fazel Darbandi <u>FD</u>	Mangalindan <u>EM</u>	Schletz _____	
Fejerang _____	Martin <u>LM</u>	Scholz <u>JS</u>	

DO NOT REMOVE FROM DEPARTMENT

RESPIRATORY CARE SERVICES

January 17, 2017

ENNIS, SCHOLZ, CESPEDES, NAVARRO, FEJERANG, ONG, HO, PHILLIPS, BURNS, LEONOR, CAROTHERS, MOON, WAUGH, FAZEL DARBANDI, SUMMERS, WEDEKING, VIDES, MAHBOOBI, BARNOSKI, NASTOR, ANG, WHITING, MARTIN, CHOW, MANGALINDAN, PEREZ, & BANDIAN

Topic	Discussion	Action / Follow up
Budget Meeting	John Kelly was in a budget meeting at the Dean's Office.	Ric and Leo facilitated the staff meeting.
RT Students	RT Students from Skyline College, Foothill College, and Carrington College will have their clinical rotations within the next few weeks. Their respective clinical instructors will provide details about the program and the schedule.	Clinical Instructors: Greg Burns for Skyline College, Gray Wedeking for Foothill College, and Doug Whiting for Carrington College. We welcome the opportunity to work with the different programs, students, and CI's.
Medtronic 980 update	Within the last few months, Medtronic, Biomed, and Joe Booze have been working hard to update the 980 hardware.	The hardware update was necessary in order to reduce the "electronic noise." Before these vents were mounted on the booms and put in service, they were bench tested for four days to ensure proper function. We will return the rental 980s (on wheels) and will switch back to using boom-mounted vents
Sputum Induction	The Sputum Induction procedure needs clarification. There are issues with the ordering process, workflow, quality of sample, and lab delivery.	RCS will meet with Jenni Farr and the Pulmonary service to discuss steps to improve and clarify the SI procedure. Please forward your comments and ideas to John regarding this matter.
Sputum Induction Cart	Where should the cart be stored? The 4 th Floor RCS Equipment room or the 3 rd Floor Bamboo room?	TBD
The Joint Commission	The JC will be here to inspect our facility on Feb. 1 st , 2 nd , and 3 rd .	Please review the Survey Perp FAQ Binder and make sure that your work area and the department are clean and clear of clutter.

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RCS Attendance Policy	The new RCS Attendance Policy has been updated from an absence based standard to an occurrence standard. There are also key changes which include Attendance and Tardiness standards, Jury Duty provisions, and Protected leave.	There was a thorough discussion about the new policy. The staff had concerns regarding the attendance standards and notification. The policy is currently under review by LER and will be resubmitted to the union. Updates to follow.
Next RCS Staff Meeting	February 28 th @ 19:30 in GA2	FYI