

SPECIMEN COLLECTION STAFF MEETING AGENDA

Date: 27th Oct 2020

Time: 1430

Venue: Microsoft Teams App

Chair: SATOKO

Minutes: GAYANI

Closed at:
Attendance: Emma, Leanne, Kirsty, Tiffany, Seada, Raylee, Minal, Raj, Cat, Ellen, Satoko, Yani, Mayuri, Louise

Apologies: Miriam / Remy / Kumara / Tania / TG / Hazel/Shayne / Leah / Erin / Hannah / Rachel / Vic / Romeo / Jen / Jodie / Ceda

Confirmation of Minutes:

1 Agenda Items Outstanding:

- Roster hours adjustment / meal breaks / wash up time for OP
- Internal audit checklist

2 New Business:

- New meeting agenda template

Agenda Item #	Discussion	Responsible & Due Date
1. Roster / Leave	2020 booked out With casual staff becoming available I may be able to approve some more leave for Dec 2020. If you would like to consider taking time off please let me know. Festive seasons PH roster preference now closed 2021 Jan booked out Please plan ahead to book your annual leave New times on roster and break schedules examples Aiming to start from 7 th Dec. <u>Example break schedule and roster will be emailed</u>	SL
2. Equipment	Trolley set up / audit Discussion continues with name allocation on trolleys Update on devices Printer – replacement batteries available. Devices are almost ready (so I'm told)	Ongoing Ongoing
3. Site Specific		
4. Outpatients	Front desk workflow in AHOP – lab staff to start working in AH OP <ul style="list-style-type: none"> • 1 lab staff at the front desk – prepping paper work • 1 lab staff registering on another computer. Eventually they will also be managing bookings and eOrders for OP. More communication to be sent out separately. Urine basket now back at the front desk – please ask the patient to return it to the front desk.	SL

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	<p>Observe social distancing / number of staff in office area before entering. If over populated – signal the lab staff to send the next patient into your room OR, approach the front desk from waiting area side.</p> <p><u>COVID normal in OP</u> Use of Clinell – recommended cleaning wipes in OP. eReq number to be forwarded to site coordinators.</p> <p>Aseptic technique – clinical checklist to be completed Hand hygiene – routine audits on wards / in OP recommenced.</p>	
5. Inpatients	<p><u>Use of Path Comm orders for nurse collect</u> Instead of using Path Comm orders, please get RN’s signature for lab collect that will be done by nurses.</p> <p>If RN says they can’t find the orders, please show them where to find the filter and switch to view both in PCSC</p>	
6. Work Health & Safety Issues (OHS)	Sandringham Path OP access – keeping log of any access issues locally and forward it to supervisor.	Ongoing LH / JJ
7. Staff Training & Education (MTS) / New Docs	<p>MTS User ID / password – any access issues? This meeting minutes will be sent via MTS. Please ensure you can log in, if not let me know ASAP.</p> <p>Please complete mandatory training in LEX</p> <ul style="list-style-type: none"> • Unacceptable behaviour • Cultural diversity • Aseptic technique (first half which is the learning package) • Hand hygiene <p>Internal emergency response is an annual mandatory training. LEX will send you a notification when it’s due to be completed.</p>	All staff to complete
8. Miscellaneous	<p>Difficult venepuncture guideline for APS phlebotomist (CD SP 0075) Please ensure the patient is aware of the unsuccessful attempt, and another collector is returning to try again. <u>Document will be emailed</u></p> <p>Allowance or reimbursement for personal phone / data usage (This item was missed – carrying over to the next meeting.)</p>	SL SL

3 Date of Next Meeting: 3rd Dec 2020