Lab Meeting Minutes - March 18, 2015

Drafted by: Elwood Chan

1) Email from Candice Cossino - She wants to hire security and install a glass window for the YPCC as a safety issue.

2) Connie - See handout for how we want referral samples to be ordered; that are from a community but have a requisition by a doctor from Yellowknife.  (Attending use NIC and ordering as YK doc)

3) CBS Reports - Deferred

4) Casual Leave and Late appointments - Carolyn would like to clarify that Casual Leave are for lawyer, doctor, dentist (medical appointment to seek treatment, or discussion of children with school official) - Only covered by casual leave.  All other appointments have to be taken from your vacation. (Ex: hair appointments).  Timing of appointments, ideally book 11 or 1pm.  You cannot book at 3pm and get the last 2 hours of your shift off if you are 9-5pm.

5) Fridges and freezers temperature checks have been missed.  Lab assistant areas need special attention.  Please improve on this and ensure it is completed, as it is a part of accreditation.  If it cannot be done by LA then it will be assigned to a shift and they will be written up if it not done.

6) Paternity testing must be done by a third party, we do not do them.  There is a company downtown that will do it (the one that does the testing for the mines).  Please refer patients if this test is requested.

7) Break time for Lab Assistants during 12-8 shift. - Lab assistants please take your breaks from 5-6.  Ideally they should be back when the 10-6 blood bank tech leaves for the day.

8) Used instrument parts - if you replace something on an instrument - do not forget to mark them as used and also not to put them just back in the box and put them back on the shelf.  These need to be marked as used and new parts should be ordered to replace them.

9) Medipatient is being upgraded.  Only at Stanton.  It's an upgrade for windows 7, because they want to change all the computers in the hospital.  April stated five times to not call her about medipatient because she can't help out.  Call Benti or Marta.  DONT CALL HER!!!  She is out of the medipatient loop and knows nothing.

10) 0630hrs shift - The ER will collect all non-urgent samples at 0630hrs so that we can process them while we type in our requisitions.  Carolyn to clarify with ER about the process and will give an update when it is finalized.

11)  Core lab annual schedule is now posted.  It is what it is, and is even now (call and Stats distributed as evenly as possible).  As changes come up, it will become unequal obviously.

12) Sick leave - Think of it as short term disability.  It is not to be used as a "day off".  If you are sick and need to recover, then use it.  Sick leave bank should be thought of as the time needed before long term disability kicks in. (approx. 13 weeks)

13) Sheri W. - We do not carry the community blood samples and urine sample containers.  For community blood culture bottles; Medipatient and order as a community sample.  Looking at the sample it should be clear that it was not collected from ER or the hospital.  They are from somewhere else.  We cannot put the community blood cultures in the machine, just put them in the incubator and leave the requisition out as micro needs to process them manually.

14) Doctor renewals are happening April 1.  Doctor's without privileges on April 1 will not be deactivated in Softlab.   Report them to your supervisor if you can't order.  And they will follow up with Dr. Guthrie.  All community samples are fine.  We will make a sticker for this process and it will be clarified once finalized.