1. Carolyn’s Special Project
	1. Will be away for approximately 6 months beginning this Friday Dec 11th, Jennifer will take over as Supervisor
	2. Project is to implement a biosafety and biosecurity program at STHA based off new federal legislation; the Human Pathogens and Toxins Act
	3. This project is necessary to obtain licensing to continue the work we currently perform; deadline Feb 29th.
	4. The goals are to set protocols, training, and make physical changes (card access, etc) to enhance hospital safety/security
2. TDG Training:
	1. Eventually all staff will require this. We have 5 licenses available that must be used by Dec 31st.
	2. Training takes 4-8 hours and does not need to be completed in one sitting
3. Hospital Wide Policy Updates:
	1. P-2100 Psychiatry: Admission of Adolescent to the In-Patient Adult Psychiatry Unit
	2. R-1945 Respiratory Therapy: Medical Gas/Oxygen Use
4. STHA Annual Report:
	1. 2014-2015 fiscal year report available and on your email account
	2. Lab utilization dropped for various reasons
5. Salmonella Screening:
	1. Due to a diagnosis of Salmonella in a mine kitchen worker public health requires screening of those potentially exposed
	2. 20 mine staff will be screened for Salmonella only; collection kits have been sent
	3. Ordered by Dr Jenkins (private lab) and Dr Corriveau (Public Health)
	4. Micro staff should follow job aid designed by April to limit fecal culture work to Salmonella screen only
6. Labels on tubes:
	1. Know the difference between collection and aliquot labels
		1. Collection labels follow the requisition’s demographic label and should go on the primary collection tube
		2. Aliquot labels come after the label entitled “Aliquot label” and when present only these labels can go on instruments.
	2. All individual barcodes (individual extensions) must be scanned when transferring between sites (ex: YPCC > STH Lab) even if multiple labels on the same tube.
		1. Many have been missed making it time consuming to check pending lists.
		2. It is easy to see in the Specimen tab of Order Entry. “R” column is unchecked
	3. Ask for clarification if you are unsure.
7. LIS Outage:
	1. TSC has announced a 30 minutes outage sometime this weekend (Dec 12-13).
	2. Info posted on main whiteboard
8. Christmas Party:
	1. Please sign up for food and notify Laurie of additional guests asap.
	2. Gift swap is on and gifts do not need to be kid friendly. Hint hint. Corey gets a leather whip this year!
9. RF’s:
	1. RF’s collected on Wednesday/Friday do not need to be frozen
10. Temperature Charts:
	1. A few days were missed in November
	2. Try to complete in morning and also check on the weekly/monthly items
	3. MLT II’s will provide single sided pages; to make additional maintenance more visible
11. ISTAT:
	1. Some cartridges have changed but the ISTAT works almost identical to previous versions
	2. QC must be done weekly, on Mondays, and by the Urine Bench Tech. This begins Monday Dec 14th.
	3. QC will not auto-generate; MLT’s should generate it themselves. If QC interval expired; a flag will be present.
12. Collections Cell phone:
	1. Please remember if scheduled you must carry it at all times.
13. Roundtable:
	1. Whitney – while on morning rounds we should not cherry pick requisitions to make our collections easier; take the top req and move on)
	2. Bayo – computers should be restarted but not turned off. This is important for all computers so that upgrades can be installed automatically

**MWA 09DEC2015**