1. Biohazard Boxes:
   1. Facilities staff have complained about the weight of our biohazard boxes
   2. Fill to max 12kg, 1/3 to ½ full only
2. AUX Doctor Process:
   1. Changes have been made to reduce the number of field that must be entered
3. Shipment Notifications:
   1. Difficulties occurred around Christmas due to limited service with Buffalo
   2. Process Change:
      1. Jen is setting up a notification form that we will need to fax to DynaLife
      2. DynaLife will fax us back to confirm receipt; place in Jen’s office when received
      3. Continue to phone all STATs & time sensitive samples
   3. If this process works well it may roll out to all Health Centres. Provide feedback to Jen
4. Inventory Management:
   1. Please remember to be aware of your lot numbers and applicable expiry dates (open/reagent, etc)
   2. Ensure you rotate stock to use the product expiring first
   3. Use a complete stock of any lot number before opening a new one; this can affect traceability if not followed
   4. Log all applicable lot number changes in TQC
   5. Always check closely and ask for assistance if not sure
5. STAT Holiday Pay (for MLT’s only):
   1. If holiday falls on a weekend the staff member working the actual STAT day gets paid WS2
   2. The day off in lieu (Friday or Monday) will be paid at REG
   3. Scheduling the STAT day for the typical bank holiday is not the only option. You can work the day and use your STAT elsewhere
6. Sherri reminds staff that whomever unpacks coolers that they must refrigerate sputum’s and non-preserved urine’s
7. Jenn asks if we wish to obtain summer students
8. Reminder that the MLA collection phone must be carried at all times; not left on bench or phlebotomy tray
9. Changes to non-gyne cytology
   1. DynaLife noted that some samples were being received with manifests but no requisition. Incorrect
   2. Always send the original yellow requisition because it has clinical information needed for the pathologist
   3. Staff pointed out that some doctors are not filling out a yellow requisition
10. SoftComm’s
    1. Please read daily to ensure you get the important messages in a timely manner
    2. This should be the first thing you do each day
11. Connie questioned the use of the tall metal bench. She was referred to ELA and EC
12. Phenytoin QC
    1. In follow-up to a customer letter we will now be using IMMUN1,2,3 for drug QC
13. Airport Blood Pickup from Air Canada:
    1. If you are required to pick blood up for a STAT delivery you are eligible for 1.0 hour OT1
    2. Ensure you take photo ID and it would be wise to have your TDG training up to date
14. 9/10am Shifts in Core Lab
    1. 09:00 blood bank tech must provide break coverage
    2. Reminder that if you are not busy you should be checking on your colleagues to see if they need assistance
15. Amy requested an extension to ER’s collection blackout from 06:30-08:00. Requested 06:30-08:30. Rationale is that maintenance is taking longer with the 5600. JDB indicated we may wish to look at changing the timing of our maintenance instead

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