1. Summer Students
   1. The lab has been approved for funding for the two summer students we applied for.
      1. Glenda Woodford will be starting with the Lab Assistants April 18th and will be working with them until November 10th, when she will be leaving for school.
      2. Sarah Nesbitt will be working in the Microbiology department doing set-up and other non-technical responsibilities from May 2nd until August 19th.
   2. New Staff
      1. Two new technologists will be starting in Microbiology shortly.
         1. Joel Droogers will be starting on May 2nd as a MLT 1.
         2. Laura Steven has been offered the position of MLT II, start date TBD.
2. DynaLIFE Shipping Notification
   1. Connie has shared that DynaLIFE is not routinely returning the shipment notifications by fax on a daily basis.
      1. Jen will follow up with Sandy at DynaLIFE.
      2. Jen clarified the importance of ensuring that we work the ‘bugs’ out of this system internally as she intends to expand this process to all centres that refer samples to Stanton Lab.
   2. Amy brought up again that the shipment notification forms need to be addressed on a daily basis. She has discovered a weeks’ worth of forms on the white board on the weekend that had not been addressed which defeats the purpose of this system
      1. Jen asked that we assign a responsible shift to take care of this activity: it was decided amongst the lab assistants that the 12-8 shift should ensure these are taken care of before she leaves for the night as that shift receives the majority of the referred in shipments.
3. Changes to the Core Master Rotation
   1. It has been brought to Jen’s attention that the Core staff have been operating under a modification to the master rotation during the previous advanced schedule.
   2. Jen has asked that if the staff in the core would like to make those changes permanent moving forward then we will need to get unanimous agreement amongst the existing staff members and the new rotation will need to be filed with the Union.
   3. Amy brought suggestions for some adjustments to the rotation. Please see the copies of the [existing](Attachments/Current%20Master%20Rotation%20CORE.doc) and [proposed](Attachments/Proposed%20Master%20Rotation%20CORE.doc) rotation.
   4. It was asked that the 9-5 and 10-6 shifts revert to the previous bench assignments of 9-5 Urines and 10-6 Transfusion Medicine (TM). It was noted that the prior change has resulted in less continuity for the technologists working in TM and that often the 6:30 and 7:00 technologists are not getting the coverage needed for taking their breaks earlier in the morning.
      1. Jen will implement this change upon creation of the May schedule.
   5. Discussion surrounded how best to schedule new hires in core to ensure that new staff receive sufficient training.
      1. Week 1: Orientation & Mandatory Training
      2. Week 2: Outpatient Collections
      3. Week 3-10: 3 weeks Chemistry; 3 weeks Hematology; 2 weeks Urine
      4. Week 11-13: Transfusion Medicine
      5. Week 14: Spare for extra time in any area before Evening
      6. Week 15: Evening
         1. Staff need to be scheduled to work during the actual hours the bench works; scheduling 9-5 is difficult for learning how to plan work for the day and learn the duties.
         2. Chemistry and Hematology training should include at least 1 Saturday to orient new staff to the weekend duties before the first scheduled weekend.
      7. It was asked that the training checklists be reviewed and updated to be relevant in advance of new Core employee arrival.
         1. There is insufficient space on the current training lists for trainer comments.
4. Roundtable
   1. Amy: April is still looking into the water delivery from Clear Arctic Springs. April will bring more information once it is known
   2. Bayo: Concern that the time it takes to fill positions in the laboratory is too long. Specifically, individuals we know are leaving due to retirement or planned leave.
      1. Jen clarified the limits of influence that the laboratory has with respect to completing competitions. She will share this feedback with Sarah.