1. CBS Stock Orders
   1. Erin discovered last week that the Edmonton Depot for CBS does not recognize the ASAP priority designation.
   2. The form is a national form, and other depots do recognize this.
   3. When ordering blood please select only ‘Routine’ or ‘STAT’
2. Performance Appraisals
   1. An email was sent to all laboratory staff this week with the document to complete performance appraisals.
   2. This will be the last year that staff will complete the paper form; next year the performance appraisals will be conducted using ePerformance.
   3. After this years’ performance appraisals are complete staff will have to complete the ePerformance training and input the results of this years’ goals.
   4. Jen hopes to have all the performance appraisals completed by the end of May to ensure that everyone has sufficient time to complete the training for the use of ePerformance next year.
3. Samples in “Troubleshooting” Box
   1. A sample was discovered in the troubleshooting box 5 days after it was placed there.
   2. It is the responsibility of the individual that discovers a problem to make every endeavor to resolve the problem as quickly as possible: including using the emergency after hours lines for health centres.
   3. If a problem sample cannot be resolved the sample should be placed in the troubleshooting box; It will be the responsibility of the 9-5 person to ensure that the troubleshooting box is checked on a daily basis and to resolve the issue before the end of the day
      1. If there is no 9-5 person the responsibility will be transferred to the 8E
      2. If there is no 8E person the responsibility will be transferred to the 12-8
4. Sherri’s Retirement Dinner/Party
   1. The original plan had been to book the Woodyard for the party; however, Jen was contacted yesterday by them and was told that they could not accommodate the group request.
   2. Theresa has looked into some alternatives and wanted to know if people would be okay with paying $45 per person to attend an event booked at the Top Knight.
      1. Theresa took a tally and the consensus was that this was fin
      2. Theresa will finalize the dates with the venue and confirm with Sherri that this change of plan is okay
      3. $45 per person is due to Theresa by 22 April, 2016 at the latest.
5. Job Postings are Up
   1. The postings for the two Core jobs are now viewable on the GNWT jobs website.
   2. Please share the links with your lab technologist friends that may be looking for work.
   3. The postings will be posted to the CSMLS and Careerbeacon websites.
6. Territorial Requisition
   1. The Final Draft of the Territorial Requisition is currently being circulated for review.
   2. This will be the last opportunity to provide feedback before the document is uploaded to Wolfe and disseminated to all care areas and health centres
   3. Please ensure that you provide your feedback to Jen no later than 18 April, 2016.
7. DynaLIFE Shipment Notification
   1. The Shipment Notifications are being routinely sent; but, we frequently do not receive the confirmation fax back from DynaLIFE.
   2. It will be the responsibility of the 9-5 person at 11:00 to look for the confirmation fax from DynaLIFE. If the fax is not received then DynaLIFE will need to be phoned to confirm receipt of the shipment.
      1. If there is no 9-5 person the responsibility will be transferred to the 8E.
      2. If there is no 8E person the responsibility will be transferred to the 7-3
8. Roundtable
   1. Amy: Pizza Party on Friday for Mo’s last day. There is an envelope in Jen’s drawer; it is $8 if you would like to have a pizza lunch that day.
   2. Sarah: The Redevelopment Team will be coming around during the week of April 18th to start to review workflow processes and mapping the patient journey in preparation for the “First Patient Day”.
      1. [Email from Sarah to Supervisors](file:///S:\LAB\Meetings\2016\Attachments\redevelopment%20next%20steps.msg)
      2. [Documents attached](file:///S:\LAB\Meetings\2016\Attachments\STH%20Renewal%20Occupancy%20Plan%20KickOff.pdf)