1. Performance Appraisals:
   1. Watch your email for an invite and scheduling
   2. The GNWT is transitioning to an electronic system through PeopleSoft where you can regularly update it. More will be discussed during your PA
   3. TMB asked for time during regular work hours to be scheduled for PA’s and other mandatory training/reading. She points out that it is difficult to find time to complete this work without scheduling
2. LIS Downtimes:
   1. 28 April – overnight downtime should only affect Citrix users; not STHA Lab
   2. 30-31 April – overnight downtime will affect all LIS functionality; follow downtime procedures
3. CBS Product Orders via Canadian North:
   1. When STAT blood products are expected we can text message Stephane Bernier, Manager, Cargo Operations, who will ensure the product is delivered as soon as the plane arrives.
4. Roundtable:
   1. Amy – What is happening with the Hay River Samples?
      1. We will accept the usual samples if accessioned and tracked to us.
      2. All other samples will arrive with a requisition (just like the communities) so we will Medipatient, Accession, Workstation Redirect to DynaLife, track, pack and ship.
      3. This will likely occur until mid-May when the new hospital opens
   2. Theresa – Reminder of Sherrill Webber’s retirement party on May 7th.
      1. Ticket monies due by this Friday.
      2. Amy – Can we have a list of STAT tests so there’s an approved document to back us up when non-urgent requests are made during weekends and off hours? Jenn will look into this.

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