1. Peripheral smear/morph/etc. requests on requisition:

* Deferred: Erin away

1. Disposable face shields:

* Deferred: Elwood away

1. Tape on collection trays:

* People are putting strips of tape for patients arm on tray handle
* This causes the handle to get dirty and sticky and is not appropriate for patient’s arm
* Please stop leaving tape on handles

1. Holiday party:

* Is booked for Nov 18 at Top Knight
* Party is with DI and Respiratory Therapy
* Will be a per person cost as it is a catered function. Cost is still to be determined, as it is dependent on numbers. Cost will most likely be around the cost of Sherri’s retirement
* Will be for staff and spouses/guests

1. Sarah Asmussen:

* Last day was August 5
* Coverage taken over by acting director
* Position is posted and are seeking applicants
* Jennifer stated that she is not applying for this position
* Apply if you meet the qualifications and are interested
* For now Cynthia Sutherland and Jennifer will take over committees. Lab and DI committees have been suspended until candidate is found.
* For issues that cannot be directed to Jennifer or Cynthia, please contact Shirley Johnson

1. Renewal Update:

* Jennifer has been attending floor layout meetings
* Couple of issues with transfusion and hematology space. Concerns that were written on floor plan were not addressed
* If have any more changes please email Jennifer by Friday
* New lab will have modular set up so nothing is built in except sinks, Transfusion Medicine fridges and freezers, and BSC’s in microbiology. We will be able to move things around once we get in
* This will be the hospital for the next 45 years

1. Redevelopment Update:

* Amalgamation of health authority
* Received new job descriptions which are the same except who we work for
* Will be re-organizing starting at the top and working way down
* Sue Collin will be the CEO. There will be 5 director positions. Once this in place will determine what is needed under them
* Looking for candidates in the system already. Then will look externally. There will be no net new positions, people will just move around. Will be a 3-5 year process and will be complete for September 2019 system wide accreditation
* If staff meets qualifications they are encouraged to apply. However, please let Jennifer know so she can plan accordingly

1. Overtime:

* Shirley Johnson sent email regarding overtime. As per our collective agreement and HR manual, all overtime needs to be pre-approved
* For microbiology on evenings and weekends you need to call Jennifer, however please make sure that the overtime is necessary
* It was asked what about if microbiology receives a CSF 10 minutes before the evening or weekend shift ends. We are to leave it for the core lab technologists to process as they do in the night
* It was mentioned that on weekends, specimens are not being sent down to the microbiology lab when they are collected, they are waiting until the end of the day. If this is the case we are to leave them if time doesn’t permit us to process them
* Jennifer will follow up with PCC manager to make sure they are aware of their obligation and so that the core lab is not called in inappropriately
* Will create a priority list in microbiology to prioritize the work on the weekend.

1. Other:

* Sarah Nesbitt will be with us until August 26
* Need to make a decision regarding water delivery.
* Mike wanted to thank everyone who helping review vendors for Advia replacement
* Team Room Fridge is working
* Beverage cans that are collected go into the lab fund. If anyone wants to donate cans they can drop them off to Mike. He will take them back and put the money into the fund
* Mike is falling behind on his tech 2 duties and apologizes
* Thanks to Amy for fixing the hematology analyzer