1. Administration Updates
   1. As per the email sent from the COO’s office last week Jennifer will be assuming the Manager responsibilities for the Laboratory Services while the recruitment for a new Manager, Diagnostic Services continues.
   2. Gloria has now resumed her role as Director, Operations and CFO. She will be in this role until she assumes her new position with the Stanton Renewal Team on October 03.
   3. The new COO, Colin Goodfellow, started on Tuesday September 06. Jennifer and Cynthia attended a meet and greet on Tuesday morning. During the introductions the COO specifically asked about the Laboratory’s Accreditation status. As Mr. Goodfellow is from Ontario he is familiar with the OLA Accreditation process and Jen is optimistic that he understands the resources required to achieve and maintain required laboratory operational practices in a functional quality system.
   4. There is no further information about System Transformation at this time.
2. Workload and Other Statistics
   1. Jen has submitted the workload statistics to Finance for the last fiscal year.
   2. Jen asked if the staff is interested in having this information along with the number of tests per month posted for their own information.
   3. It was agreed that the laboratory team is interested in this information, along with turn-around time statistics.
   4. Jen will post the statistics monthly when she creates the reports as part of her normal workload.
3. Hematology RFI Update
   1. Jen and Mike will be compiling the questions shared as a result of the RFI review for the hematology analyzer replacement.
   2. These questions will be compiled and submitted to Ronak at the department for sharing with the vendors for the WebEx presentations.
   3. There was only a single response to the call for questions; there were some misunderstandings as to who was supposed to be providing feedback on the RFI responses and any questions we might have.
   4. If you have any questions you would like the vendors to answer during their presentations please submit them to Mike ASAP.
4. Roundtable
   1. Mike
      1. Transfusion Medicine procedures have been shared with staff for review. Please continue to review these documents as assigned and return them to Mike for final edits prior to approval.
   2. Amy
      1. The PCC came to the lab recently asking for lab staff to collect the body fluid samples for the coroner. This is not a task that is performed by the laboratory team.
      2. If samples are to be collected from a cadaver then the PCC, Nurse in Charge or Attending Physician is responsible for the collection and labelling of the appropriate samples.
      3. The laboratory will forward the collected samples to DynaLIFE for testing; we do not log these samples into the LIS or have any further handling.
   3. Theresa
      1. The Advia 2120i is currently off-line. The technical support people have been notified and we will be updated on when a repair engineer will be onsite to repair the instrument.
      2. Allen will be up to make the required repairs to the Sysmex CA-1500 later this week.