1. Northern Safety Association Training:
   1. Jen has taken this training which deals with legislated requirements and speaks to fines/jail time and other liabilities for individuals and the organization
   2. More staff will be taking this 2 day session
2. Isoton:
   1. Diagnostic Imaging has requested we add an expiry date for each pour-off bottle they receive. Expiry will be 30 days from when the box was opened
   2. DI was notified to investigate alternate sources for when the AcT Diff 2 is replaced.
3. Equipment Downtimes:
   1. Based on recent experiences with equipment problems we need to debrief and review our process
   2. Communications:
      1. All affected wards need to be notified
         1. Urgently notify by phone the most affected (ER/ICU/STATS)
         2. If downtime is scheduled stakeholders should be notified in advance
      2. Supervisor must be notified who will then notify all other stakeholders
         1. Notify as soon as possible (no more than 20 minutes from initiation of downtime) and keep supervisor informed of status
         2. Also initiates contingencies such as referring specimens to another facility
      3. Service must be notified if preliminary investigation does not resolve the issue. Early notification can elicit a faster response for service tech’s arriving on site and for additional troubleshooting protocols
   3. Jen offers a thank you to all staff using the troubleshooting forms and reminds staff to write clearly so additional staff can follow up your work
   4. Workstation Redirection
      1. The process for redirecting work has proven more difficult than expected
      2. Erin and Amy will work together with LIS Admin to develop a process that works
      3. LIS will provide a Tip of the Week
4. Serene will be working with Jen over the next few months on quality projects
5. Roundtable:
   1. Erin would like the lab to discuss the lack of cleanliness in the team room and a new process to decide when abandoned/unknown items can be discarded. Jen will post a request for suggested rules.

MWA 21SEP2016