1. Change management:

* Jennifer sent out email about change management
* She is having a meeting tomorrow at 9 am. If you have anything you would like her to bring forward please do so by today.

1. Jennifer vacation:

* Jennifer will be off this Friday September 23 and Monday September 26.
* Carolyn will be in charge. She will either be in Jennifer’s or Karen Pardy’s office.
* Jennifer will still be in town and will be available if major issue arises but please do not call her

1. Biosafety position:

* Carolyn has been extended an additional 6 months.
* No word about supervisor position as of yet.

1. Accreditation:

* We received accreditation with report. Means approved but need additional information.
* Additional evidence for the lab regarding POCT and blood bank has been submitted twice. Now they are requesting an addition report regarding patients receiving a letter after they have had a transfusion.

1. Middle management meeting:

* Jennifer attended yesterday and met our new COO Colin.
* It was announced that at this time the director positions are not being replaced and managers will take call.
* Colin’s mandate is that we need to be a high performing organization.
* Lab needs a quality system and be able to get work done with high efficiency.
* Colin has no plan for lab so right now we will work on the things we know we need to improve or implement.
* YPCC issues will be addressed. Looking at appointments for blood collections instead of walk in service.
* Core lab will be repatriating more tests. If we can perform the test we should. No date for this has been established.
* Jennifer posted the 2015/2016 Highlights for Annual report on the accreditation board.

1. Lab sweaters:

* Elwood is taking over the ordering for the new lab sweaters. 2 options, thick and thin. Need size and material wanted.

1. Pay slip:

* Amy reminded us to check our payslips as recently she was deducted too much pension. Need to verify they are correct.

1. Veronica and Stuart potluck:

* We will be having a potluck for Veronica and Stuart on October 15.

1. Advia Replacement:

* Mike will set a date for the team to get together and work on the Advia replacement

1. Standing Orders:

* Connie asked if the other labs (Hay River) have standing orders. At this time they do but that will probably change.

1. Blood culture labeling:

* Laura S discussed how to properly label blood culture bottles and went over new procedure with diagrams on this.
* Recently it has been noticed that the anaerobic label has been placed on the aerobic bottle and vice versa.
* This causes confusion for the microbiology department as the Bactec communicates with the LIS based on these labels and when the labels are mixed up so are the results in the LIS.