1. Pension Statements
	1. Pension statements are available for pick up in the Administration Office until Friday October 14th.
2. Jen away Wednesday & Thursday
	1. Jen will be offsite on Wednesday and Thursday (October 5th and 6th) to attend the NWT Cancer Screening Stakeholder Meetings.
	2. Cynthia Sutherland and Carolyn Russell will both be on-site during those days for urgent manager concerns.
	3. Jen will also be available by cell phone if needed.
3. Outstanding Blood Bank Procedures
	1. There are a number of outstanding Blood Bank procedures for peer review.
	2. If you have been assigned a Blood Bank procedure to review please take the time to complete them and return them to Mike as soon as possible.
4. Hematology RFP Vendor Questions
	1. Please provide Mike with your vendor questions by Friday October 8th.
5. Staff Room Items
	1. Jen to post the suggestion sheet. She was supposed to do this earlier but forgot.
6. Roundtable
	1. Joel: It has been noticed that there are a significant number of urine cultures being accessioned at the YPCC location that are never sent to the laboratory. If YPCC staff is unable to obtain a sample for culture please cancel the request in the LIS.
	2. Erin: Erin has noted that staging the samples on the V5600 can be challenging as the longer assays (TSH and other micro well tests) aren’t always apparent on the single tube label applied to the sample tube.
		1. The original plan for using the minty green topped tubes for the routine micro slide tests and STAT micro well tests was intended to allow for better staging of tests and samples. We unfortunately had to abandon this workflow do to the issues encountered with the falsely elevated AST results due to platelets not separating out of the plasma samples.
		2. Erin will engage with the other members of the core team to work out a better workflow process for the staging and testing of samples on the V5600.
	3. Jean: Jean received three separate CBC samples collected on the same patient on the same day. She asked why. Jen indicated that this was not the process and this should not have happened.