1. Change to Approval Structure
   1. Effective August there was a change to the way certain types of leave are approved for NTHSSA employees.
   2. The most notable changes that affect staff are:
      1. Special Leave </= five days must now be approved by the director
      2. Union Leave must now be approved by the director
   3. As STH no longer has directors, these requests will be forwarded to Colin, the COO, for approval.
   4. Should you be in need of this type of leave, please complete the green and white leave form and Jen will forwarded it upstairs for approval.
   5. Your PeopleSoft entries requesting this type of leave will be approved when the signed approval form is received back by Jen.
2. Repatriation
   1. Effective October 11th the laboratory at STH is now running all samples for which it has the capacity to perform for health centres that routinely use the STH laboratory.
   2. Please see the [memo](file:///S:\LAB\Meetings\2016\Attachments\16-10-11%20Repatriation%20of%20Expanded%20Test%20Menu.pdf).
   3. Please accession these samples as we receive them. I have requested that health centres include the DynaLIFE requisition for all samples that are not on the NTHSSA Laboratory Requisition.
3. Aliquot Incident
   1. There was recently an incident in the laboratory where two NBIL samples collected from babies were aliquoted into the wrong aliquot tubes. The samples were tested and the results were reported for the incorrect patient.
   2. Investigation indicated that the technologist performing the aliquoting and subsequent testing experience numerous interruptions during the time the work was being completed.
   3. The incident report that was entered indicated that staffing levels during the time the incident occurred did not fully permit for testing technologists to simply focus on sample analysis.
   4. Recommendations for avoiding similar occurrences in the future include:
      1. Labeling the small aliquot tubes with some type of identifier before pouring off samples
      2. Ignore distractions when doing tasks that require significant attention to detail: do not answer the telephone or the phone.
      3. Increasing the staffing complement during all times to include a laboratory assistant, at least, to assist with operational activities not related to sample analysis – minimize working alone.
         1. Jen will consider this as she proceeds with budget planning for next fiscal year.