1. *LIS*: Offer going out for Expression of interest for Maternity leave. Maternity leave to start in March but training of successful candidate will start in December, making this a 15 month term.
2. *New clinic in LIS*: UAVA . University of Alberta Ventricular Assist Device Team. Alerted to this with a pop up window. When doing OE follow instructions in the popup windows for all patients.
3. *Empty boxes*: When unpacking boxes containing patient samples, please ensure all samples are removed. When empty fill in and sign sticker placed on the box indicating it is empty. Please follow the proper process for this as a sample was returned to a clinic in a box marked empty.
4. *Labelling specimens*: When placing barcoded labels on specimens please ensure pertinent information if not hidden under the label. Especially Histo samples being sent to Dynalife.
5. *Lab Procedures and agreed processes*: Staff must follow Procedures and Processes that are in place. If you do not agree with a process or procedure, then please bring it forward for review or discussion. Please do not just follow your own version of the Process or Policy.
6. *Hello/Bonjour*: Jennifer would like to comment that 100% of the calls she made to the Lab were compliant with the new French language Active offer. Congratulations!
7. *Sick leave Review*: New guidelines on the Hospital Wide Policy. Follow up is required if there are >8 sick days on your record. This is not punitive, but proactive.
8. *Registration forms*: Please do not leave Registration forms at the Admin desk. Put in an envelope to send with Internal Mail.

Process for morning rounds will be developed so requisitions are not sitting out at nursing Station.

**Round Table**:

*Laura*-Micro fridge still down until September 29th.

*Joel*-Will do a Costco Coffee run in Edmonton if anyone interested.

*Vivian*- Ensure sharps containers are properly closed before leaving at the front. Place containers on the floor not on the ledge with the Sample racks.

*Theresa*- Lab/DI Christmas party. Consider closing lab and covering with call only on Nov. 18, the night of the party. Also sign up by Friday September 30th.

**Core Issues:**

1. Amy: Second Tech check for Blood Bank not consistent. All agreed this will be a part of the Evening shift duties.
2. Jean: clarification needed on the procedure for administering RHIg. Some confusion as to the time of administering related to time of testing. Mike will look into this.
3. Amy: Materials management will now be taking care of sending boxes to health Centers and communities. Shipping and Receiving will actually be performing the shipping and receiving. We will call them to let them know we have a package that needs to go! Thank you Amy and Jen!