1. Nurses taking back requisitions:

* Situation where requisition was given to the lab and tests were ordered and then the nurse wanted to wait to have the collection done. She wanted the requisition back in the meantime. Ended up that a new requisition was made when tech came to draw the blood and orders were ordered again. Resulted in duplicate order and first order was not cancelled as lab didn’t have the requisition.
* Requisitions belong in the lab. Even if patient refuses we must keep the requisition and cancel the order.
* This nurse also “ripped” the requisition out of the techs hands which is unacceptable. Jennifer can follow up with these incidents but she needs to have the details (who, when). If something like this happens again talk with Jennifer and give details and she can follow up.

1. Cancelling orders:

* Make sure it is clear why an order is being cancelled. If it is unacceptable specimen give a description of what happened.

1. Downtime:

* Downtime tonight from 2-3 am.
* LIS downtime manual is on the wall by the MSDS sheets.
* The only person affected might be the person on call.

1. Leave Approval:

* COO/CEO do not need to approve special leave anymore.
* It was too much time spent by them on this task.
* Jennifer can approve this leave, just send request to her.

1. Zoonotic Diseases:

* Prov. lab will cancel orders for zoonotic diseases (rabies, lyme, zika) if Zoonotic diseases requisition is not submitted or is not completed by the physician.
* [S:\LAB\Meetings\2016\Attachments\frm-20087.pdf](file:///S:\LAB\Meetings\2016\Attachments\frm-20087.pdf)
* Jennifer forwarded an email to physicians regarding this but she will resend it again so they are aware.

1. Tardiness:

* Tardiness is creeping up again.
* Late to start and breaks too long
* If Jennifer receives feedback about specific person she will address this with that person.
* We get 2 15 min breaks and 1 30 min break.

1. Renewal:

* Jennifer attended Colin’s open house
* Stanton 3.0 = renewal. It is the change of how service is delivered as a whole.
* Stanton Hospital will be the resource for the region
* HR and finance will amalgamate. We may see changes but not until next year.

1. Conflict management webinar:

* Jennifer sent everyone a link to this webinar.
* Conflict management is a general competency for everyone so we should all do it.

1. Round table:

* Connie: asked about picking up specimens from medical clinic. They have no coverage and can’t come to the lab to drop them off so this is why we are going to pick them up.
* Mike: parts for fridges should arrive on Friday.
* Bayo: asking about the fleece sweatshirt for Sheldon. Elwood is going to order them in December and will order one for him.
* Erin: be careful on how you fill out CBS req. Dr info needs to be clear so that we get a copy of the report. Also, be careful when choosing doctor that you are choosing the correct one. If the wrong dr gets a copy this is a HIA violation that could have serious consequences. They are getting more aggressive with these violations.
* Jennifer: is off Thursday and Friday. Laura S will be in charge. There is also support from Carolyn, Cynthia and Mike on Thursday.
* Wonda: CMPT should not only be done by the Tech 2. A lot are getting missed and this is the reason why. Mike and Wonda will develop a process that will allow the other techs to run these specimens. However, sufficient notice will be given so that it is not a rush to get them done.