1. Collecting and Receiving Stat’s: When ordering Stat’s, please do not collect and receive until the sample has actually been collected. Turnaround times for stat’s are monitored from the time of receipt.
2. Urines: When ordering urine samples, please ensure that the patient actually collects the sample. If you do not receive a sample, please change the order to a Kit. All urines need to have an order including when a cup is given for collection at the clinics. *i.e. Kit ordered.*
3. RCMP Warrants: The only people authorized to release Laboratory samples to the RCMP are the Quality and Risk Manager or a PCC. If an officer comes with a warrant, please refer them to either of those. We do not directly hand samples to the RCMP. Please refer to the MTS for the memo regarding this.
4. Privacy Breach: There was a report printed to two printers containing Microbiology patient reports from October. This was an LIS issue that has been resolved. This is being followed up through the proper channels and following legal advice.

As a reminder, everyone should be cautious with all patient information.

1. Patient Case: There was a discussion regarding a client that had to be recalled 3 times to get an INR run. Use professional judgment when deciding if a sample will be rejected. Please investigate and resolve if possible. Please refer to the Policy for specimen acceptance and rejection in the MTS. If you do have to reject a sample please be very descriptive as to why it is being rejected.
2. Round Table
   1. Joel : Asked to have the Specimen Acceptance and Rejection policy distributed to Nursing so they understand why samples are being rejected. Jennifer indicated that this will fit in with a project she is currently working on with Cynthia
   2. Carolyn: Anyone wanting to help with Chemical Safety improvements in the Facility can let her know. Biosafety Training in the Facility is approx. 70% compliant, with the Lab leading the board at 100% compliance!
   3. Bayo: Stated it would be a good idea to retrain the NIC’s and Nurses at the Health Center’s on making smears for Hematology. Many poor quality smears coming in.
   4. Joanne: Discussion about if we are still scanning every sample that comes in from outside the hospital. Final decision is that, yes, we are still scanning each sample individually.
   5. Erin: CBS Reports are not being filled in properly. The labels and the information on the requisitions must match. The dates and times must match and all information including full Physicians name must be accurate. Also the collector must sign, date and time the requisitions.
   6. Jennifer: Log off when you are finished working on a computer or someone could work under your log on. You will be held accountable for any report containing your name regardless of if it was you or someone working in your profile.