1. Mandatory Training Documents:
	1. Jennifer will be assigning new ones through MTS. These are primarily documents for new hires but STH has no record of you reading them
2. Biosafety Audit:
	1. No major problems during our last audit
	2. A few emails have been sent to staff who need to review their fire safety, etc.
3. Restocking trays after rounds:
	1. Please ensure your tray is fully stocked after you’ve used it. This is everyone’s responsibility
4. Timed Collections on same requisition as other bloodwork when collected separately
	1. To be clear one requisition per collection so if a timed collection will occur separately it must be on a different requisition
	2. Jennifer will notify CC’s that this is a requirement and will check with pharmacy whether dose changes are occurring throughout the night
5. OBS patients wanting lab to return later on weekends:
	1. We do not offer rounds later in the day on the weekend so to facilitate maintenance we should be collecting on morning rounds
6. MLA’s duty when in micro:
	1. When an MLA is scheduled in Micro they are there to cover a MICRO MLT vacation
	2. Please only ask Micro for help in Core Lab when resources are strained and for STAT work
7. Roundtable:
	1. Micro is validating new plastic Bactec bottles so do not use them for patients
	2. 2 job posting are available so you can post these on social media if you wish

MWA 09DEC2016