1. Carolyn:

* Wants us to be aware of the chemical safety program for the hospital
* Lab will be involved and lab will be audited last
* First step is to scan the facility to see what is here and what is expired
* Jennifer added that the hospital is trying to take a more comprehensive approach to chemical hygiene in the facility. There will be a committee for this and interested staff should let Jennifer know if they are interested in being a member of this committee
* Carolyn is on site but still has no phone. If you need her, use her cell number

1. Softcom:

* Jennifer sent out a Softcom about CSMLS dues. She needs the receipt by tomorrow or won’t get cheque until after Christmas.
* Also, payroll cut-off is Thursday instead of Friday this week. Next cut-off is on the 15th but Jennifer needs to confirm this and will let us know.

1. New clients with special needs:

* First is Jill Kendal. She will be self-monitoring her warfarin. She can get her results by phone. If you receive this call transfer it to hematology
* Second is Craig Jordan. He has mobility issues. Will be doing tests here that we do not normally do due to these issues
* Third is Sonia Ray. She is visually impaired. Homecare will assist with her specimens
* If you every have any questions you can phone Homecare and get them engaged.
* Bayo also stated during roundtable that we need to take into consideration if a patient is disabled and there are problems with their requisition. Don’t send them away; see if we can help by phone. Jennifer will speak to Bayo about this case and investigate.

1. Staffing update:

* 2 postings are up. One is Tech 2 core lab and other is LIS. They will be advertised
* If you want to share these jobs with contacts feel free. Link GNWT jobs website
* Manager competition was unsuccessful and was cancelled. Will hold off until it is determined what this role will be in the future

1. Serene:

* Serene is on the schedule so that we know where she is (if she’s working, on vacation)
* She is being accommodated and doing admin work
* She is prohibited from doing MLA work and is not to answer the phone

1. Erin:

* Stated that the procedure to deal with duplicate requisitions that was agreed upon needs to be followed.
* April has built a duplicate order selection so Dr. understands why cancelled
* Don’t say see the previous lab number. Need to use the date and time. Also need to be clear and concise
* Jennifer and Erin will put together a flow sheet and include the new duplicate code
* Jennifer understands that his is frustrating and doesn’t seem like the easiest way but it is what we have for right now as we can’t over collect from patients and we cannot give results to a Dr that did not order them

1. Pending Lists:

* Since getting so many samples from other sites, we need to check pending lists, this is very important.
* Can check pending lists by region.
* Erin made a cheat sheet that will be posted at chemistry and hematology benches
* If it looks like a specimen wasn’t collected then send a Softcom
* If haven’t received Inuvik cooler by 7 pm you can phone Canadian North to see where it is. Erin will put together a procedure on how to call them.

1. Blood shipments to communities:

* Call airline so they plan for it in their cargo. They will need to know approximately how much it weighs.

1. Receiving coolers on the weekend:

* Guy comes after 3. If we don’t wait he will drop it off in ER.
* Jennifer will discuss this with him to see if he can come before 3.