

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

18 January 2017, 11:18 – 11:58



1. Chemical Safety Audit
 - a. The laboratory did very well during the Chemical Safety Audit
 - b. The laboratory has 10x more chemicals than other areas
 - c. We still have some room for improvement though, there were a number of in use chemicals that did not have appropriate workplace labels. Jen will circulate the procedure for this.
 - d. Also, a reminder to check the expiry dates routinely on all products; Hand sanitizer has expiry dates too!
2. Biosafety
 - a. There continues to be major concerns with hospital staff entering the lab inappropriately, including accessing the lab through the outpatient collection area.
 - b. Please continue to enter RiskPro incident reports when you observe this occurring.
 - c. Carolyn spoke to this concern at the Bed Management Meeting on 18 January, 2017. She will also be following up on this item with an "all staff" email.
3. Advanced Scheduling Period
 - a. The advanced scheduling period for vacation requires that requests for leave be submitted by January 31 for consideration.
 - i. Please submit your A01 and W01 requests at the same time for consideration
 - ii. As lab staff are continuous service, you may submit your L09 requests at the same time. Jen will review these requests immediately after the A01 requests.
 - b. Theresa mentioned that a planning calendar has been posted for staff to try and coordinate their vacation requests to reduce disappointment through denials. This only works, however, if all staff participates in a timely fashion.
4. E-performance Documents
 - a. The current fiscal year will end on March 31, 2017. At that time the performance documents for indeterminate staff, not on probation will be closed and the evaluation activities will begin.
 - b. Please go in and review your performance documents. If you have not already done so, enter your objectives and learning goals.
 - c. Also, please start to consider your self-evaluation. You will need to include examples about how you demonstrated the general or core competencies.
5. Cancelled Orders
 - a. There continues to be orders that are not cancelled in the LIS correctly using the REJ code.
 - b. When this occurs, there is insufficient information communicated to the clinicians and care areas about the test cancellation.
 - c. Jen circulated some reports demonstrating the difference between how the reports look when cancelled correctly and not correctly.

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d. Not Cancelled Correctly:

ECG
LABORATORY
Requested on: 16/12/16 08:27
BREEN, KATHERINE - Stanton Territorial Hospital 550 Byrne Road, P

TEST	RESULT	REF-RANGES	TEST
ORDER CANCELLED			

i.

e. Cancelled Correctly:

Tests Cancelled, ECG
LABORATORY
Requested on: 04/01/17 13:22
PHYSICIAN, NOT APPLICABLE - CA

TEST	RESULT	REF-RANGES	TEST
Tests Cancelled:	ECG		
Reason:	Duplicate Order		

i.

6. Please Take Para-film Off Sample Tubes

- Please take the para-film off of sample tubes before placing the LIS barcode label onto the tubes. The para-film can get caught in the instruments.

7. Changing Large Waste Box in Chemistry

- When changing the large waste box in Chemistry wipe down the wall behind and beside it. The walls often become incredibly dirty and it is really gross.

8. Surge Guidelines

- On December 23, 2016 a new [guideline](#) regarding Emergency Department Surge Protocol was circulated.
- This document was not discussed with all managers prior to implementation and there are some concerns that the Diagnostic Services Managers are current discussing with the STH Management Team.
- At this time, staff is instructed to follow the direction of the PCC during afterhours implementation of the ED Surge Protocol.
- If you are concerned with the compliance of this document with the current collective agreement please discuss this with your union representatives.

9. Roundtable

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- a. Joel – His ID badge is not allowing him to access the cafeteria. Other staff mentioned that the access is only available during certain hours of the day.
 - b. Joanne – Please review the flow chart for multiple requisitions. Please provide feedback to Jen by Friday the 20th.
 - c. Theresa – A number of floors are dropping off their routine samples before 09:00. This is interfering with getting the morning maintenance performed as the technologist has to keep running to answer the door. Can the wards be reminded that the laboratory is performing critical daily maintenance in the morning and to defer dropping off the routine patient samples until 09:00 or later in the morning?