

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

08 February, 2017, 11:18 – 11:55



1. Quality Indicator Report on Biosafety
 - a. Carolyn Russell and Karen Pardy shared the results of the quarterly quality indicators for the Biological Safety Programme. Carolyn and Karen congratulate the laboratory on the significant improvement and the ongoing compliance with the Biosafety requirements.
 - b. A copy of the Quality Indicator report can be found [here](#).
2. Carolyn Away Next Week
 - a. Carolyn will be away on leave during the week of February 13th to the 17th
 - b. Karen Pardy will be assuming BSO responsibility during the time that Carolyn is away
 - c. Please continue to email the generic Biosafety email address with shipment notification details
3. Contact Precautions on Floors
 - a. It was mentioned during the meeting that a number of the care areas in the facility are not respecting the requirement to don PPE when entering patient rooms that have additional precautions posted.
 - b. Also, requisitions and patient rooms are not routinely identified by the care area as indicated in the [Infection Control: Standard and Additional Precautions policy](#).
 - c. Karen has asked that whenever this is noted, incidents such as this are to be entered in RiskPro. Jennifer has also reminded staff that they are to notify their supervisor when occurrences such as this are noted.
4. Discussion: RiskPro
 - a. The question came up about when staff members should enter a RiskPro.
 - b. Staff are reminded that the RiskPro is the only tool the organization has to capture and monitor data about the frequency and types of occurrences within the facility. This data is used to drive quality improvements and to determine the root causes of serious incidents.
 - c. The incident reporting policy can be found [here](#).
 - d. It was clarified during in depth discussion, that a RiskPro can never be used in the disciplinary process of employees. The fear of 'getting someone in trouble' should never prevent you from entering an incident or occurrence in the RiskPro system.
5. Roundtable
 - a. [Vivian](#): Vivian has noticed that a number of the small SST tubes seem to have the caps come off very easily when she has been labelling the sample tubes. She has noticed this mostly from Whati: Please be very careful when receiving sample tubes such as these.
 - b. [Erin](#): Erin has noticed that a number of the tall SST tubes that she was using for inpatient collections seem to have no vacuum left in them. She did note that these tubes were in date. Jen has asked that if staff notice an increasing number of tubes without sufficient, or no vacuum, that these lot numbers and expiry dates are shared with her so that she can report the concern to the vendor.