

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

15 February, 2017, 11:17 – 11:24



1. CSMLS Registration
 - a. Jen has received the majority of CSMLS reimbursement receipts from staff.
 - b. For those whom have not yet renewed their CSMLS registration you are reminded that registration with the CSMLS is a condition of employment and also provides evidence that you carry the necessary personal liability insurance.
 - c. If you have not done so already, please submit your paper work to Jen for reimbursement; for those that do not provide evidence of current licensure, Jen will follow up with you directly.
2. Short Draws in Vacutainer Tubes
 - a. Theresa has noticed that a number of vacutainer collection tubes are not being filled to capacity when they are collected.
 - b. Please be sure to fill your tubes completely as the anti-coagulant and clot activator within the tubes is specifically measured for a full draw.
 - c. Theresa also experienced a short drawn tube that could not have all tests performed due to insufficient sample volume.
3. Responding to SoftComm's
 - a. SoftComm within the LIS is a method of communication that is routinely employed within the laboratory to communicate issues and pass along information to other shifts.
 - b. It is a requirement that you read your SoftComm messages routinely to ensure that you are appropriately informed of necessary information when working in the laboratory.
 - c. If a SoftComm is sent asking for follow up on a specific item, please follow up and then reply to SLAB to let everyone know that the item has been actioned.
4. Reagent Management
 - a. A reminder to CORE staff that when a reagent lot is appropriately calibrated to flip the boxes around in the fridge as per our local practice.
5. Staff Changes
 - a. Joel will be transferring into the term Territorial LIS Administrator role beginning 20 February, 2017.
 - b. Elwood has verbally accepted the offer for the Technologist II: Core Laboratory term position. He will assume these duties effective 20 February, 2017.
 - c. The Microbiology term Expression of Interest has closed. Jen and HR are now evaluating the candidates.
6. Semen Samples
 - a. Please accession semen samples when they are received.
 - b. It is occurring frequently that semen samples for Fertility or Post Vasectomy analysis are being dropped off at the back and after thirty minutes the samples have still not been accessioned. This results in unnecessary follow-up by the bench technologist and a delay in performing the required analysis.
7. Roundtable

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

15 February, 2017, 11:17 – 11:24



-
- a. No items for roundtable discussion.