

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

01 March, 2017, 11:19 – 11:53



1. Missed Orders in the Morning
 - a. We have recently received some feedback about a patient order that was missed during morning rounds and the nursing staff was not notified about the missed collection until many hours after it should have occurred.
 - b. If you are unable to obtain a sample from a patient during morning rounds the nursing team caring for that patient needs to be notified about the missed collection.
 - i. Ideally laboratory staff would discuss the missed collection with the nursing team right away to plan for another attempt at a later time or cancellation of the testing
 - ii. If you are unable to speak directly with a member of the nursing team, at the very least cancel and REJ the test order so that a cancellation report will be generated notifying the care team of this missed collection.
2. Sending Carbon Copies to U of A Clinics
 - a. If there is a patient pop-up window indicating that a copy of a patient result is to be sent to a clinic, make sure that you comply with this instruction.
 - b. Erin encountered eight orders where the Report To field was not appropriately completed in spite of the pop-up instruction to do so.
 - c. Please take the time to ensure that patient orders are accessioned correctly, including sending the appropriate copies to required clinics.
3. Last Call for Minor Capital
 - a. The deadline for minor capital submissions is 21 March, 2017. If you have any items that you would like Jen to consider submitting for Minor Capital Funding please have these items in to Jen no later than Friday 03 March, 2017.
4. FYI – Changes to Collection Requirements for HIV Viral Load
 - a. There has been a change in the handling requirements for HIV Viral Load testing. Previously these samples required that they were handled as time sensitive. However, these samples can take up to 48 hours to reach the testing laboratory.
5. Sealing Envelopes
 - a. It has been brought to Jen's attention that a number of envelopes containing patient reports are being sent to the mail room improperly sealed. Jennifer Lennie from the mail room shared a few suggestions for better products to use to seal sample envelopes.
 - b. It was decided that the laboratory team will give the liquid glue and the ultra-adhesive labels a try and will determine which product best does the job.
 - c. Please ensure that envelopes are fully sealed before putting them into external mail.