

June 14, 2017 Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

11:15 – 11:45



1. Joel – Canceling and un-canceling tests – once you cancel a whole order or a test, do not un-cancel, because each test parameter that is un-canceled, it will generate an accompanying test comment. It's better to not un-cancel, just reorder it as a new order to avoid a 50 page report. Therefore be careful not to cancel tests that you do not intend to cancel.
2. Extra tubes from communities – accession the extra tube as an extra, put the label on it and write through the barcode "EXTRA" so that we know there is an extra tube in case we need it and that we don't put duplicate samples on the instrument.
3. Ensure that the specimen integrity is appropriate before you accession the sample.
4. Theresa – 24 hours pour offs – Lab assistants were shown how to dip for pH. Theresa would like Jen to clarify with the Lab Assistant. Jen would like Elwood to first produce a procedure and ensure that training is available to the Lab Assistant to ensure that Lab Assistants scope can be delegated. Full procedure for pH and pour off (including those 24 hours samples that come in more than one sample container)
5. Use of relief staff – Jen has increased the budget for the relief line so if there are any sick calls or if we are short staffed call the relief staff immediately to fill the needs for that day.
6. Staffing update:
 - a. Verbal acceptance for the term core position, signed job offer has not come yet.
 - b. Relief Lab Assistant is Courtney Fisher – 1 year term
 - c. Fort Smith – Les has said that FSMI doesn't have staff for the summer, and so we are sending Kim to Fort Smith to cover and her training will start in Sept.
7. The individual to go on the New Hospital tour of the first floor with Jen = Holly Menton
8. Stats – Use the orange top tubes for Stats and grab a light green for Troponins, NTBNPs, HCGs and fill the tubes completely. (All the instruments are validated using tubes that are full, so make sure they are full.)
9. For better sample collection, use green needles, less frequent use of butterflies, and remember to not just visually look for veins, but palpitate site of vein
10. Round Table:
 - a. Elwood – Local 11 BBQ Friday June 16 between 11am-2pm in front of the cafeteria staff doors. Come grab burger/hot dogs and make sure your info is up to date to get your Nalgene water bottle!