April:

1. Any Vitros 5600 sample manually programmed will not flag in the LIS as STAT (red in instrument menu)
	1. Change request submitted to SCC but this will take a long time
2. WBC Test code change
	1. The WBCR2 flag has been changed so it will not auto-verify with a partial post in instrument menu.
	2. Rationale: Changes due to the MDFTP sometimes created a corrected report
	3. You will not see any differences in workflow or reporting requirements
3. Transfusion Reactions Investigations:
	1. The test headings on the report have been changed to be clear
		1. Transfusion Reaction Pre / Post Phase 1 or 2

Elwood:

1. Slides for Smears:
	1. Clean Slides can be found in 3 drawers beside the sink in the wash up room
	2. When cleaned/dry we must keep some for our use. The rest can be bagged up and sent to the various Health Centres in their returning coolers
	3. Remember any that are very dirty or may have a fixative used can be discarded
2. Ketone (Beta hydroxybutyrate testing)
	1. We only test inpatients on the ketone meter
	2. All outpatient requests should be sent to DynaLife for testing

Theresa:

1. Please minimize blood bank interruptions or wait until the MLT has finished their immediate work so that their focus can be maintained
2. Breaks:
	1. Please communicate and plan breaks respectfully so no one is left working alone
	2. For example there should always be 2 staff working the Core Lab until 18:00 hrs
3. Locked Computers:
	1. Do not lock your computer and walk away. If you do not wish anyone to access the information please save it and log out instead
	2. If you find a computer locked you can access it by restarting while holding the shift key
4. Orange top tubes cannot be used for infectious testing (HIV, syphilis, rubella, etc)
5. STAT Samples must be handed to a tech or announced/acknowledged that they are in the rack
6. Fluid Cell Counts:
	1. A recent fluid with a high number of mesothelial cells has identified a need to clarify our procedure
	2. Elwood will follow-up with recommendations from out hematopathologist

Roundtable:

1. Sarah N points out she is not getting emails about the meeting minutes
2. Elwood will be putting together another order for sweaters this week. See him if interested
3. Jen announces staff changes:
	1. Courtney Fisher will be a relief MLA starting next week
	2. Kim Wilson will be a new Core Lab MLT starting next week
	3. Shirley Johnson will be our Territorial Manager for Allied Health
	4. The territorial DI/Lab manager position is now posted for interested candidates

MWA 12JUL2017