1. Amy; Occult Blood Stickers:

* Amy has been noticing that people are placing the stickers over the patient collection section so patients are unable to fill in the date and time of collection.
* Try not to put stickers here. Move them up so they don’t cover this area.

1. April/Elwood; Accessioning to correct doctors and locations (f/u from incident)

* 8 requisitions were ordered with the incorrect doctor location and went to the wrong place. This incident was brought right up to the top as it is serious with confidentiality rules in NWT.
* Ensure that the doctor code you use is for the correct location. Use F2 key to see all the doctors’ location and pick the correct one.
* Understand that there is a big problem with requisitions not being filled out properly and location is left out.
* A risk pro was done on this incident and Elwood is meeting with people involved to follow up.
* One solution is to send out a memo letting physicians know that the location needs to be on the requisition and give them time to implement this. If after a specified amount of time the location is still not on the requisitions then maybe we should reject them. This is what is done at other hospitals.
* We need to establish rules around this scenario and make them clear so the laboratory staffs knows what is expected of them and how they should handle this situation.

1. Elwood; Pour off tubes:

* DynaLIFE will not send us more pour off tubes for frozen samples (tubes with screw cap)
* If it is not a frozen sample, pour off into non-screw top snap lid tube
* If it is a frozen, pour off into screw cap tubes.

1. Elwood; Packaging of Frozen send outs:

* Sandy from DynaLIFE has requested that all frozens come in their own biohazard bag with their own manifest in the bag.

1. Mike; Recording workload on requisitions (EXTRA, ISO, ETC):

* We need to write number of tries and if it was an isolation room on requisition for workload units.
* Learned that people are putting in isolation units when they accession the requisitions if it states that.
* Floors are not putting the isolation stickers on the requisitions.
* Decided that if it is written on the requisition, we don’t need to note it when we do collections only if it is not written on there do we note it.

1. Carolyn; Debrief code brown:

* Had a mock code brown that didn’t go as well as could have. Carolyn thought we could have done better.
* If have a spill with aerosols of potential risk group 3 organism need to evacuate area quickly.
* Notify everyone in the room. Check TB room and water room.
* 2 people didn’t know how to do overhead page. It is 80 and say code 3 times with location.
* Facilities, PCC and housekeeping here within a minute and knew what they were supposed to do.
* Decide which spill kit to use: chemical or biological.
* Pull out instructions in kit and have someone read them while another person performs the tasks.
* PPE was put on inappropriately. Make sure you understand how this is done.
* Bleach solution had to be measured with glass test tube which wasn’t in the kit. Carolyn will write a line on the container to show how much bleach and how much water should be added to be used for the spill.
* The cleaning of the spill went well.
* Housekeeping would have to do a terminal clean if this was to happen. This would mean that all unlamintated papers would have to be discarded. Papers should be laminated or in plastic sheets with sides taped to form a seal.
* Will repeat the code brown to see if we learned from this one.
* Carolyn confirmed that if you spill it and it is less than 1 L you are to clean it.

1. Carolyn; Suspect RG3 specimen labels:

* Blood cultures that come in after hours from BD or Nunavut need to have the risk group stickers placed on the bottles.
* There is a map of the locations that need this on the Bactec.
* Stickers will be placed on the Bactec for use.
* This is on MTS so please review it.

1. Carolyn; PHAC visit:

* The PHAC is coming August 30 for inspections.
* Carolyn will find out what documents are going to be needed for this inspection.
* Things like holes in walls will be addressed prior to visit.
* They may ask us for documentation of maintenance such as centrifuges or BSC.

1. Joanne; Goodbye and Welcome dinner:

* On August 25 we will have a goodbye dinner for the 2 summer students Sarah and Sarah and a welcome dinner for Kim and Courtney.
* Will be at the Black Knight probably around 7pm.
* Joanne and Bayo are going to organize this and let people know the exact details.

1. Holly; Thank you:

* Holly wanted to thank everyone for helping her get her PLA done.

1. Joel; Lottery pool:

* Joel doesn’t want to do the lottery pool anymore and wanted to know if anyone is interested.
* We have 1 month left of current pool.
* If anyone is interested they can talk to him about it.

1. April; Connie:

* Connie had her surgery on Monday and everything went well.

1. Carolyn; Pay:

* Will be doing pay Thursday and try to have everything in by 11 am as she also has meetings that day.

1. Amy; computer speed:

* Noticing that the computers are slow and to restart them at night takes too long when you are on call.
* April said it is because the computers are old.
* Can we try to do the restart in the day and not do it before we leave at night?
* Should we put in a ticket with TSC to see why so slow?

1. Elwood; Hoodie:

* Collecting hoodie money and need to pay for Sheldon’s as well so make it $80.
* Can email transfer him the money at [elwoodchang@gmail.com](mailto:elwoodchang@gmail.com)