Payroll:

* Early cutoff this week and each week up until the end of the calendar year
* Pay must be entered by Thursdays at noon

ePerformance:

* Documents will be closed off on Nov 15th
* Review and enter your own performance expectations soon, talk to Jen if you need assistance

Large Ongoing Projects:

* Blood Bank Repatriation
* XN-1000 Validation
* Vitek 2

Operational Readiness:

* Awaiting calendars to post schedule

Supervisor:

* Mike is acting for the month of November
* Jen can still be reached if needed
* Cynthia can be reached for managerial needs
* UNW stewards are available if needed

Roundtable:

* Joanne/Mike – pertussis swabs should be kept at a minimum of 10 at all times
* Amy & Blood Bank Repatriation
	+ First part will Go Live next week
		- Electronic crossmatch & Linking patients
	+ Please ensure the patient history section is filled out on all requisitions (pregnancy & transfusion)
	+ Training for Core MLT’s will occur very soon

Core MLT Meeting

* CBS Report:
	+ Mike will map out process for staff
	+ Then a decision can be made whether we start importing the report into SoftLab
* Patient History as an electronic database
	+ Will always need a paper version in case of network downtime
	+ Electronic database would be useful if the paper copy is destroyed
	+ This may be a good time to review what other jurisdictions are doing
* Blood Bank Repatriation Project to occur in several steps:
	+ - Next Week:
			* Electronic crossmatching (procedures on MTS site)
			* Patient linking to merge multiple Client ID’s (ST, IN, FS, HR)
		- Mid December:
			* Inventory consolidation where Stanton will be responsible for Fort Smith and Inuvik blood but not plasma, platelets or fractionated products