1. April:

* Faxes to 1-800/888/855/866 numbers are failing. This includes LIS and manual faxes.
* The AA-Clozapine Network and the Gen-Clozapine Access Network are included in this group as well as 2 places at U of A.
* Jennifer says we need to send them the reports by mail; we cannot give them verbal results.
* April will monitor the failed faxes and will mail them out, however if we manually fax from a fax machine she will not know this and it will be up to us to mail them.
* Anything that can be sent to a gov.nt.ca email can be sent by secure file transfer. Mike, Jennifer and April have access to this.

1. CSMLS membership:

* Registration for 2018 is due. If you do not have it by January 1, you can’t work.
* Get receipts to Jennifer ASAP. Dec 14 is the last day cheques are run by finance so if it is not in by this date will have to wait until the New Year.

1. eperformance Documents:

* Will be closed today at 3:30.
* If want to add anything, it needs to be done by this time or else they will be closed.

1. Call trades:

* If you are picking up a call shift that can cause you to be late for your shift due to rest time, you need to have it approved by the supervisor.

1. Jean, cap gas tube on tray:

* Please make sure to stock trays with cap gas supplies in red top tube. This includes the magnet and the caps for the ends.

1. Jean, oncology patients:

* Oncology chemo patients CBC’s are not getting done on time.
* TAT are not good but the techs don’t know that they are from a patient waiting for chemo.
* If they are STAT, they need to be marked this way.
* Can community patient’s come a day before or earlier to give us the time to perform these samples.
* Jennifer said this is an opportunity for improvement and that there are some process failures and she will follow up with this.

1. Erin:

* Troubleshooting box ->notes was written on the agenda however Erin was not present for the meeting.
* It is thought that she meant that things are left in the trouble shooting box and no one knows what to do with them.
* If you have done some troubleshooting, add comment in order entry if ordered or put note on white board with initials and date and time.
* Erin can discuss more at another meeting if there is anything else to add.

1. Amy:

* Not going live with electronic xmatch today, hopefully on Friday.
* All BB requisitions need to be signed.

1. Laura S:

* When blood cultures come in from other health centers or communities can the MLA who receives them bring them directly into microbiology. If they have been collected more than 24 hours before let someone in microbiology know as they need to be subbed out. If they are not >24 hours, they can be directly loaded onto the Bactec.
* If there are ordering problems, they can be put on the Bactec as anonymous vials with note on req. to state what the issue with ordering is.

1. Mike:

* Doing the December schedule and should be done by this week.