1. April:

* Signed up for Angel Tree and wondering if anyone was interested in participating. She is sponsoring a woman. There is a list of food items and toiletries.
* Need to be in by December 15.
* Don’t know age of woman.
* April will put up a list of items and if people want to participate they can sign up on the sheet what they will bring.
* If there are lots of people than maybe we can sponsor 2 women.

1. Kim:

* Door situation is not working.
* People are uncomfortable when confronted with sign in sheet as they do not know what they are signing.
* It’s very awkward. There is no signage on the outside of the door saying this will happen.
* A sign outside might help so that people are aware that they will need to sign in.

1. Mike:

* Do not throw patient labels into regular garbage.

1. Erin:

* When emptying cooler put sticker on and date and initial.
* If someone sees the empty sticker they might assume it was already emptied. If we date it we will know what date the empty sticker applies to.
* CBS boxes also need empty stickers. Airport doesn’t know difference between empty box and full box as they both weigh the same.

1. Holly:

* Lack of teamwork and prioritizing work. People are brushing off responsibilities.
* If you answer the phone and it’s a draw then go.
* We are here for the patient. Draw is more important that paperwork but we need to communicate with each other to let them know where you are going and what you were doing before you left so if someone takes over for you they will know where you are at.
* Lab technologists can also help out MLA’s. We are a whole team. Had some bad days last week but things will go better if we work together.
* Can prioritize duties if we are short. What has to be done, what can wait?
* We need to communicate with each other. At the start of the day, if we are short, have a quick discussion on how you will proceed with the day.
* If needed, Jennifer can also help as well.

1. Erin:

* Delivery of samples to benches.
* If it is an impatient, bring it directly to the bench. Also, check specimen to ensure it was spun properly. Might need a re-spin.

1. Chade:

* UCHL has new collection procedure from DynaLIFE.
* There is a chlamydia outbreak and specimens need to be collected properly.
* Memo did go out to all health centers and collection centers to make everyone aware.

1. Jen:

* Annual leave requests for next year need to be in by January 31.
* Can try to plan with group if this works for you.
* Submitted requests for annual leave are approved first. Mandatory and STAT days are second.
* STAT days off need request.
* Winter bonus day is from October 1 to March 31 and get 4 days maximum.

1. Jen:

* Patients are getting mixed information about post vasectomy semen samples.
* If sperm are seen then slide does not need to be sent to Dynalife. If sperm are not seen then slide needs to go to Dynalife. Doctor will not release report until they get the report back from Dynalife.
* We need to send these slides to Dynalife in a timely manner as patients are waiting for these results.
* Also, we are not to accept semen samples after noon as per our procedure. Patients are aware of this.
* There are some Tech’s who do accept these samples but this can affect the workflow of the techs and there isn’t as much time to do the samples then.
* The procedure says they are not accepted after noon and we will stick to this.

1. Jen:

* Had a Medical Director Meeting about choosing wisely initiatives.
* Some of the tests discussed were ESR and CRP and TSH and T4/T3.
* Peripheral blood smear was also discussed.
* There will be specific clinical information required for these tests to be run.
* This will be discussed when finalized.

1. Erin:

* Has memo gone to floors about filling out blood bank requisitions thoroughly?
* Now with the new electronic xmatch, it is really important for all information to be documented on the requisition.

1. Roundtable:

* No one had any items.