

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

December 13, 2017 14:00 – 14:30

1. Any patient that presents up to 3:30pm from Monday to Friday on regularly days of service will be seen in LOP at the hospital. Patients should not be turned away.
2. Heparin protocol – there is a change in the intervals that the CBC and PT/PTT are collected. It's not a huge change for us, but it specifically outlines when certain blood draws are required based on the change in which the doses are given. [Attachments\New Heparin Protocol.pdf](#)
3. Taxi Vouchers for sample shipments – Canadian North does not give taxi vouchers. Outside of normal hours between 9-5pm, Canadian North does not have a driver. Give them the Canadian Blood Shipments CBS shipments – use these taxi vouchers and mark on the waybill the taxi voucher number on the waybill and submit to Jen so Materials Management can bill the proper health centers. When we are shipping packages to health centres, ship collect as the receiving location is responsible for the delivery charges.
4. Reminder that there is early cut off for payroll on Dec 14, 2017 at noon. For the pay period of December 9 to 22, 2017.
5. Advanced scheduling is due January 31, 2017 for the next fiscal year (April 1, 2018 to March 31, 2019). Note that: Micro Techs 1 person off, Lab Assistants 1 person off, Core 2 people off. No over lab will be entertained starting April 1, 2018.
6. Daily planning – creative basics calendars not in yet. Staff members need to discuss with their team members and schedule themselves accordingly with in their area. Check the front board for sick calls, change of work flow and responsibilities. Talk to your coworkers to figure out the work flow of the day.
7. Late is not at work and impacts the work flow of everyone. Specify the time of absence, so that your coworker's can plan their workflow that day accordingly.
8. When calling in the AM. You have to leave a message on Jen's voicemail to let her know which type of leave you are taking and remember to fill out the proper form. Solely calling into the front is not enough when you will not be at work. If you are not able to contact someone in the lab, then send her a text message to let her know. But you should try to call the lab first.

Round table:

Mike – Christmas decorations have arrived and would like to volunteers to decorate LOPs. Mike will be away on vacation starting this Saturday. The new Sysmexs will need techs to run QC and samples while Erin and Mike are away.

Jen – Last meeting for the calendar year. Stanton renewal – operations meeting will be occurring up until the holidays. She encourages people to speak up and ask questions with regards to the work flow in the new hospital.

Vivian – 7am lab assistants need to remember to take temperatures of the refrigerators and the incubator. Also the expiration date of pertussis media and keep an eye on the UTM.