

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

[16 MAY 2018] 11:15 – 11:50

- 1) LIS & Physician Privileges:
 - a. April went on and on and on and on about the changes to our physician/clinic lists. The LIS team will try to keep the LIS up to date on privileges but some may be missed.
 - i. Physicians who have NT privileges can order from any location. If the LIS does not have this location set up please use the AUX doctor procedure to create the location. Do not use a different location which would send the report incorrectly.
 - ii. If physician has no privileges or those privileges have expired do not collect sample. Kindly refer the patient back to the clinic for another privileged physician to sign off on order.
 - b. To find privilege lists go to Shared > Lab > Dr & Clinic Lists
- 2) Theresa points out that someone discarded the coag calibrator insert from its box. These inserts should not be discarded. The only alternative is to contact the manufacturer who has difficulty finding it.
- 3) OBS will periodically obtain deionized water from our still; used for a cuddle cot.
- 4) Transfusion Samples:
 - a. All samples must be accompanied by a blood bank requisition.
 - b. All samples for any tests must be dated/timed/initialed
 - c. Follow the specimen acceptance/rejection policy to reject non-replaceable specimens or to reject and recollect those replaceable
- 5) CORP Domain:
 - a. NTHSSA will soon amalgamate eliminating the STH domain
- 6) STH renewal is entering the facility activation phase
- 7) Staffing Update:
 - a. Jen is now manager of lab services
 - b. The lab supervisor position will remain vacant while an out of town supervisor comes for training

Laboratory Staff Meeting

Location: Laboratory – Core Laboratory

[16 MAY 2018] 11:15 – 11:50

- c. New Core MLT will begin May 28th on a 1 year term
- d. Jean Borden will return July 9th for a locum to the end of Sept

8) YPCC Hours of Operation

- a. Memo sent to all staff to clarify the hours open to patients

9) Roundtable:

- a. Jen clarifies for Kim that she will remain the acting supervisor
- b. Amy begins discussion around shipping blood via Canadian North Cargo am flight
 - i. Box will be packed by the evening tech so morning staff only need call taxi.
 - ii. Blood Bank MLT should contact Canadian North to inform them a shipment will arrive first thing in the morning.
 - iii. Taxi should deliver box between 07:30 and 08:00 but as close to 08:00 as possible. If no one answers the office door the taxi driver can try the warehouse door. Staff are present
 - iv. Nicole pointed out that some blood requests occur after 8pm when Canadian North cannot be notified.
- c. Mike asked is anyone knows where the Leica software is for our microscope camera

Love you April. MWA 22MAY2018

Name	Date modified	Type	Size
2009 Clinic Lists	8/25/2014 8:57 AM	File folder	
2010 Clinic Lists	2/6/2012 1:31 PM	File folder	
2011 Clinic Lists	1/9/2013 2:33 PM	File folder	
2011-2012 Doctor Memos	9/5/2013 11:17 AM	File folder	
2012 Clinic Lists	9/5/2013 10:48 AM	File folder	
2012-2013 Doctor Memos	9/5/2013 11:14 AM	File folder	
2013 Clinic Lists	2/6/2014 9:07 AM	File folder	
2013-2014 Doctor Memos	3/10/2014 4:43 PM	File folder	
2014 Clinic Lists	5/11/2015 11:19 AM	File folder	
2014-2015 Doctor Memos	8/14/2015 2:13 PM	File folder	
2015 Clinic Lists	12/4/2015 12:29 PM	File folder	
2015-2016 Doctor Memos	11/24/2016 6:48 PM	File folder	
2016 Clinic Lists	12/7/2016 12:17 PM	File folder	
2016-2017 Doctor Memos	9/6/2017 9:27 AM	File folder	
2017 Clinic Lists	8/31/2017 4:30 PM	File folder	
2017-2018 Doctor Memos	9/10/2017 3:42 PM	File folder	
2018-2019 Appointment Memo_Lab Copy	5/16/2018 9:21 AM	File folder	
2018-2019 Re-Appointment Memos_Lab Copy	5/16/2018 9:22 AM	File folder	
Doctor and Community Code Lists	11/24/2016 7:00 PM	File folder	
E's LIS Working copies	7/8/2013 12:52 PM	File folder	
Appointment Memos_Shared Drive SRHB-FORMS	10/21/2014 5:15 PM	Shortcut	1 KB
DynaCodes-20130508.pdf	5/10/2013 4:45 PM	Adobe Acrobat D...	1,337 KB

- Organize > Burn > New folder
- Favorites
 - Desktop
 - Downloads
 - Recent Places
 - Appointment Memos_Emailed
 - Privileges 2016-17
 - LIS ADMIN FOLDER
 - UPGRADE (4.0.4 to 4.0.7 4.0.8)
 - FAX CONFIRMATIONS
 - MANUALS
- Libraries
 - Computer
 - (C:) Local Disk
 - (I:) programs (\sh-trout)
 - (Q:) ResultsTest (\sh-mpmtest)
 - (S:) shared (\sh-trout)
 - (V:) ADarrach (\sh-pike\Users)
- Network