

Laboratory Staff Meeting Minutes

11 July, 2018
11:15 to 11:45

1. Master Signature Record
 - a. Amy will be circulating the master signature record for all staff to sign. This is a blood bank requirement.
 - b. Jen will email the master signature record to the Managers and CC's upon her return from vacation.
2. Timed Collections
 - a. Please be mindful of timed collections, such as drug levels, PKU's and fasting requirements. The laboratory has had a few incidences in the past weeks of patients being collected prior to the appropriate interval which has resulted in unnecessary repeat collections.
 - b. All Laboratory staff is reminded that it is their responsibility to be aware of the collection requirements for all specimens that they collect. Procedures exist in the specimen control manual to provide instruction on these procedures. If you are uncertain about a process it is your responsibility to ask before performing unnecessary procedures on a patient.
3. Round Table
 - a. Use of KIT test code – Joanne
 - i. Joanne has noticed a significant number of patients are returning specimens to the laboratory that have not been correctly accessioned using the KIT test code.
 - ii. Jen has recirculated the LIS Tip of the Week about the use of the KIT test code and assigned it to all laboratory users through the MTS system.
 - b. Provision of Patient Instructions – Joanne
 - i. It is the responsibility of laboratory staff to provide patients with adequate instruction for collecting their specimens. You should provide patients with the patient instruction forms and ensure that the patient has understands the requirements for collection prior to them leaving. This is part of the position profile for MLA's and MLT's as well as included in the job descriptions for all positions.
 - c. Controls out of the Refrigerator – Theresa
 - i. Theresa has noticed that a number of Core staff members have been leaving the QC reagents outside of the refrigerators for very long periods of time. This degenerates the QC reagent and results in unnecessary variances in QC results.

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- ii. Please only leave QC reagents outside of the refrigerator for no more than 10 minutes and immediately return them to the appropriate storage conditions.
- d. Use of Exempt, Category A and Category B when shipping – Carolyn
 - i. Carolyn has noticed that TDG requirements are not being appropriately applied to shipments.
 - ii. Carolyn reviewed the IATA regulations and has created some laminated job aids for staff to help appropriately apply the TDG regulations to packaging shipments.