

Laboratory Staff Meeting Minutes
19 September 2019
11:15-11:35

1) Bottle \$\$\$ - Laurie

- a. Laurie has been collecting the bottles and returning them for the lab. The question is what should be done with that money collected.
- b. Mike implicitly stated that the previous money that is being held in trust with Laurie cannot be used for paying for the bottled water.
- c. Two possible ideas for the new money:
 - i. Use it towards paying for bottled water
 - ii. Use it towards supporting the fundraising initiatives of our coworkers as a lab – develop some sort of policy towards supporting these as they arise. Usually these are posted on the board in the staff room
- d. Think about these or any other ideas – can provide feedback to Laurie and it can be discussed at a future meeting

2) Urinalysis

- a. Machine broke on the 18th.
- b. Inpatient US will be tested manually by technologists
- c. Outpatient US are redirected in the LIS to go to Hay River
- d. A replacement machine is being sent from Toronto and is expected to arrive later this week or early next week.

3) Urea Breath Tests

- a. This test is paid for upfront by the box. So if a box is opened and not used that money is basically tossed away.
- b. Ensure patients are assessed for this test prior to opening the test box for collection.
- c. Also ensure patient will remain available for the full duration of the test for completion so tests are not wasted.

4) Recollection of Specimens and Responsibility

- a. If specimens need to be recollected – the original collector does not have to be the person to recollect it (as they may not be available) however they should be notified of why the sample needs to be recollected so that they are aware and can improve for the future
- b. We all have the responsibility to help develop others and it is part of our competencies so if something has happened which could be done

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differently or better or was done incorrectly we should try and let the person know. If you find the person has been made aware and continues to make similar or the same mistake or problem then the supervisor can be made aware for performance improvement.

- c. Transfusion specimens (except for cord blood) should not be clotted and currently policy is for 2 identifiers for all transfusion specimens – including baby DATs.

5) Challenges and Solutions Board

- a. A whiteboard has been installed on the window of Jen's office for staff to document issues/concerns/annoyances/aggravation sources.
- b. This has been implemented successfully as a tool in the Emergency Department and was suggested for areas at CPAC
- c. As documented issues are solved they can be moved to the solution section or issues may be put into the parking lot
- d. We will trial this to see if it works for our group.
- e. Examples of things may be: we are out of OT slips, people aren't doing their dishes, running out of supplies like gauze etc.
- f. Please date and initial your grievance so that it may be followed up with if needed

6) Round Table

- a. Laura S. – there was a Peritoneal fluid received from upstairs and some people were unsure if it needed to be accessioned.
 - i. All samples received from in house (Stanton) need to be accessioned. This is part of the Lab standards. So that it can be shown it was received and we can track it.
- b. Bayo – Anyone wanting to take part in the Lab Lotto group this is your last call. Paperwork will be submitted next week. It is \$106 to participate – pay to Bayo.
- c. Jean – What to do if Advia goes down again? Run inpatients on Sysmex, notify Jen when machines go down as she needs to know – she gets phone calls from other managers etc.