

Laboratory Staff Meeting Minutes
[29AUG2018]
[11:15am]

MSDS - *Carolyn* – The online MSDS database has been updated. If you cannot find something please let Carolyn know. Vivian is currently working on the hard copy binders of the MSDS for the laboratory.

Tech II duties - *Jen* – There is a new work plan being put in place in regards to Tech II ' 2 ' scheduled shifts. The Tech '2' days are not to be used to run a bench. The Tech II's have been given a list of activities to be completed within their work plan and allocated time. This is the Tech II's priority. Tech II's may only be pulled from their duties to provide short-term coverage for breaks. Tech II's should not be interrupted by non-urgent issues and as well it is not the responsibility of the Tech II to cover any benches in case of staff shortage.

Micro MLA – *Jen* – Scheduled MLA shifts in the Micro department are solely for duties performed for the Mico department. MLA's are not to be pulled from their scheduled MLA shift to cover core lab duties. This includes covering for breaks or sick calls. The only peoples who are to reschedule benches are Laura G and Jen. We currently have 3 relief MLA's for 2 positions. There will be an additional relief position soon.

Morning Req's – *Amy* – Upon return from morning rounds, requisitions are to be placed on the Hematology computer station. Whoever is available to receive the requisitions can retrieve them from that position.

Scent free policy – *Whitney* – Reminder that this is a scent free environment and a strict policy of the NTHSS. Please do not wear scented products to work or within any NTHSS building.

Sarah says goodbye – *Sarah* – Wishing Sarah all the best on her upcoming school year. Thanks for all that you do. You will be missed!

MLA's only – *Jen* – There was a complaint put in by a client to the infection control department in regards to how the outpatient lab prioritizes patient's bloodwork.

Quick reminder of workflow:

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- take req from bottom first, except STATS
 - take note of the time the patient had registered. Ensure that there wasn't a mix up of reqs.
 - GDS, will at times take priority over other routine requests due to the length and nature of collection.
 - use your efficiency skills to prioritize patients. Example: if someone is only here for a urine collection.
- ** A reminder that there will be an entirely new workflow system implemented once we are in the new building. **