

Laboratory Staff Meeting Minutes

October 10, 2018

11:15

1. Pay Roll:

- Time is to be entered by noon on Friday before payday (except during holidays and communication will be sent).
- Staff is encouraged to check their pay in PeopleSoft on the Tuesday before payday to ensure their pay is correct.
- If errors are noticed on Tuesday then it can be fixed that week, if after Tuesday correct check will not be issued until the following Tuesday.

2. Health Net Viewer:

- Alberta Health is moving to a new CIS system and moving away from Health Net Viewer.
- We need to look at how we are using this system because after the end of the year we will not be able to access it.
- Jennifer is not giving access to anyone who doesn't already have it.
- Please keep a note of when you use this system so that we can plan a workaround when it is no longer available.

3. Rotations:

- Department rotations are filed with the union.
- Need to look at them to ensure they meet our current needs.
- Micro rotation does not allow any Tech 2 time.
- Holly said the MLA rotation does not work well. Jennifer asked her to come up with a rotation that does work for them.

4. Breaks:

- There have been a lot of issues with staff members taking breaks at wrong times.
- You cannot leave all your breaks for the end of the day and leave early.
- You are allowed 2 x 15 min breaks and 1 x 30 min lunch. Currently we are allowing the 2 15 minute breaks to be combined and if it works all the breaks can be combined into 1 hour.

5. Roundtable:

- Laura S – will be taking some of the viral culture samples for the new RSV and Flu kit validations so if you see her in your fridge, this is what she is doing.

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- Laura S – Quntiferon tubes are now ordered from DynaLIFE by the MLA doing the ordering of DynaLIFE supplies. It is not on the requisition, so add it to the requisition and let Jennifer know when you give her the order to enter. These tubes will not be monitored or ordered by Micro staff anymore.
- April – wants to donate the recycling money to the fire victims. If anyone does not want to do this let her know.
- April – reminded everyone to make sure they receive blood cultures properly. If you are specimen tracking receiving, each bottle needs to be received separately. If you are phlebotomy receiving just scan the order, each bottle does not need to be received.