

## Laboratory Staff Meeting Minutes

October 17, 2018

11:15

### 1. Parking:

- Parking is a big issue right now and was discussed at the managers meeting.
- Extra Foods parking is restricted to the first row up to the propane tank and no more.
- Hospital lot parking if in area marked staff parking and back row.
- Look at the pictures sent.
- Staff are not allowed to park in the inpatient area.
- Will get towed if parking in patient parking area and this is being monitored.
- Dave will come talk to you if you are parked in the incorrect spot. Please do not get mad at him, he is just doing his job and enforcing the parking rules.
- On call parking is outside the ER. This spot is only to be used for on call and not evenings/nights or any other shifts.
- If staff feel unsafe parking in the parking lot in the mornings or evening/night they can ask security to escort them to their car or can call and ask them to meet you in the parking lot in the morning and walk you into the hospital.
- If there is no place to park, we need to find a spot. Sometimes there are spots along the street the medical clinic is on. It is not the hospital's responsibility to provide parking to staff.
- Construction has their own spots and this is being enforced as well to assure they are not parking in the staff parking areas.
- The plug in paid parking will begin in November. The email has gone out about this.

### 2. Supplies and service interruptions:

- If there is going to be a situation where we have to interrupt service due to supplies shortage or any other reason we need to let Jennifer know.
- She needs to notify clinicians.
- DynaLIFE is supposed to be supplying us with some of our supplies and Jennifer is working with them to ensure we get these supplies.
- Jennifer placed an order with DynaLIFE early this week and they should be arriving tomorrow.

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- Quantiferon gold tubes were an issue since we used to order from Prov. Lab but they didn't want to supply them anymore and we needed to get them from DynaLIFE.

### 3. Roundtable:

- Joanne –
  - MLA are not getting any acknowledgment when they drop off a STAT sample from the techs.
  - When the MLA tells you they have a STAT sample, please acknowledge them with a thanks, yes, OK.
  - The MLA is responsible for the sample until they give it to someone else so they need to know that the tech has taken over responsibility for the STAT.
- Carolyn –
  - Lab coats/gowns cannot be worn in break room. She will write you up if she sees you. We need to wear PPE when in the lab. If you are doing collections you either need a uniform or lab coat.
  - Going on vacation. Laura S will be acting in October and Karen Parady will be acting in November.
- April –
  - Would like to book the lab Christmas party at Stake on December 22. Will cost around \$50 to \$75. It is difficult to have it at someone's house but if anyone wants to volunteer let April know. We can decide if we want to go out for dinner and then let April know.
  - We donated \$500 to the YMCA from the can fund.