

Laboratory Staff Meeting Minutes
[12 DEC 2018]
[11:15]

Purging – Jen – It's time to start purging the lab to get ready for our new Lab. We are not bringing any garbage or broken stuff over. If you see things in your workspace that are of no use or of no value please toss away. If you are not sure if it is valuable ask Teresa or Erin (anyone who's been here for long time). Also reference guidelines and our policy for sensitive materials.

TSH – Jen – Choose wisely for unnecessary FT3/FT4 ordering as gone live. See LIS tip of the week for more info.

Practice Standards – Jen – Do not accept swabs for BV that have been collected by the patient. Also do not give out swabs to patients for them to do their own collection. This process of patient's collecting their own swabs has not been approved. These types of changes must be done according to our ' System Improvements Process' based on evidence and standards. Physicians are not allowed to make these decisions on their own accord. Please do not feel pressured in doing so. Bring to Jen's attention if this happens.

Jen's Moving Offices – Jen – Chantelle will be taking over upon her return. Jen will be temporarily placed by the ER patient washroom.

Angel Tree Project – Jen – Deadline is Friday.

Early Payroll Cutoff – Jen – Thursday Dec 12th at noon.

Coag Samples & QC being missed – Teresa - Don't forget about the Coag bench! There is a new rack on the Hem bench to put coag samples that need to be run.

Personal contact info – Jen – There will be an email sent out shortly in regards to updating and improving our contact information for employees. Such as address, personal email and emergency contact info.