

Laboratory Staff Meeting Minutes
January 2 2019
1130

1. Laurie – Email password resets are not a LIS office function. Email resets are done though Jen or Chantelle and the Helpdesk. Contact the TSC Service Desk if you require assistance at (867) 920-4408/866-380-6777 (toll free) or email TSCServiceDesk@gov.nt.ca. The LIS cannot help with anything that is not LIS related computer wise. If you need your LIS password reset – Chantell, Jen or the TechII's have this function. Any other LIS issues that are not critical should be dealt with through the supervisor or TechII's to filter before approaching the LIS staff.
2. Chantelle – We will be monitoring all deliveries and pick ups – basically anytime anyone is at the door for January for the purpose of the new hospital workflow. Please record on log sheet by the door.
3. Chantelle – Weekly Maintenance – CORE
 - a. Weekly maintenance will be done during the week going forward. The following days will be slated for weekly/monthly maintenance
 - i. Hematology – Wednesdays
 - ii. Chemistry – Mondays
 - iii. Blood Bank – Tuesdays
 - iv. Urine & Misc – will remain on Mondays
4. Round Table
 - a. Core – the voluntary vacation planning calendar is available for people to put their proposed vacation on – it is pinned to the board under the current schedule – to help people make their vacation decisions if they like
 - b. Blood Bank – Amy is rolling out our new pipettes. MTS ones are going to be leaving as they cannot be calibrated. The new ones are electronic and programmable. The user manual is there – try them out and if you need any other programs then what is currently programmed let Amy know.