

Laboratory Staff Meeting Minutes

January 23 2019

11:15

1. Blood Cultures – Moses
 - a. Make sure you are placing the appropriate LIS accession label on the right blood culture bottle
 - b. Labels with code BAN is for Anaerobic bottle
 - c. Labels with code BAE is for Aerobic bottle
 - d. Chantelle to follow up for a JOB AID to be created for Dealing with Blood Cultures for staff for various issues that have arisen lately

2. Spectre – Dynalife Specimen Tracking Software – Laurie
 - a. Questions arising from this as not everyone is aware of it and the use!
 - b. Was implemented in the fall by Dynalife – being used by micro and lab assts. But not all lab assts trained to use, core techs not either
 - c. Chantelle to follow up on who needs to use it, who is trained or not, proper procedure or process established and if this has a document?

3. Pathology Requisitions – April
 - a. Ensure requisitions have the LIS accession label on them prior to scanning them in
 - b. Ensure they are scanned in
 - c. This goes not only for path reqs but for all requisitions

4. EMR & CC's – April
 - a. Be careful when there is a CC request on a requisition that it gets added to the order.
 - b. When accessioning using the add next function in order entry – the CC from the primary order will not be copied to the next order – must be re-added to the new “next” order

5. Critical Results – Mohammed R.
 - a. Medical centre was closed to receive critical result
 - b. Clarification that there is a critical result policy – there is a copy on the cork board – but will distribute copies to each bench.

6. Stat Testing & Routine Testing Mixes – Holly
 - a. Question: When in ER and routine testing is rodered with stat testing is it ok to accession routine tests on separate order number and draw separate tube?

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- b. Current process is to order only stat testing – bring requisition and sampel back to chemistry bench. Chemistry bench tech will add routine testing after stat testing resulted.
 - c. Process to be discussed and revisited – chantelle to follow up
7. Last Day – Mohammed R.
- a. Mohammed's last day with Stanton will be Monday the 28th of January.
 - b. We will do a Pizza lunch on Friday to wish him well.
8. ER Draw requests in AM – Bayo
- a. Can we send a reminder that between 630am and 8am that nursing is to collect any bloodwork? There has been an increase in phone calls for collections to ER during these hours
 - b. Chantelle to follow up on this
9. Empty Coolers – Vivian
- a. Reminder that Empty coolers need the empty sticker and to be retaped shut and all other stickers removed
 - b. Especially important if supplies are being sent back with cooler to remember to tape cooler back up. Indicate it has supplies in it as well.
 - c. Question from Amy about whether on call techs are required to do this process or if it can be left for the morning?
 - d. Chantelle to follow up on the question regarding on call.
10. Core Only
- a. Packing Blood Boxes for send-out to Inuvik/Fort Smith – Amy
 - i. Upon doing some reading regarding shipment validation Amy noticed that many found the need to pack blood for shipping as close to tiem of shipping.
 - ii. Current process is to pack a night and leave sitting for morning person to send
 - iii. Amending process – all shipments will now be packed by the 7am technologist prior to going upstairs for rounds to have the boxes packed as close to shipment time.
 - iv. If the 630 person has tiem they can pack it
 - v. The Person preparing the order should still have everything ready for the morning person to just place the blood in the box and sign the form as time and date packaged. All other taxi

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vouchers and waybills should be completed by the person preparing the order the day before.

- vi. Also a reminder for sending blood to Fort Smith – these are not sent by taxi – Tundra transfer is the carrier and they must be called. The information is on the waybill folder with the phone number and information on who to call when.