

Laboratory Staff Meeting Minutes

6 March 2019

11:15-12:00

Attendance:

Jennifer	Carolyn	April	Laurie	Amy
Kayla	Erin	Nicole	Mohammed S	Joanne
Jocelyn	Chade	Moses	Laura S	Laura G
Chelsea				

1. Choosing Wisely reminder of Process – Erin
 - a. Reminder that for the choosing wisely rules of cancelling FT4/FT3 and ESR/CRP that there are certain conditions that we can use a work around for. See the LIS TIP of the Week. Reminder to look at the referral requisitions and clinical history for indication work around is needed.
2. WorkLoad for meetings – Laurie
 - a. Request to put who attends meetings and time of meetings to record workload for meetings into meeting minutes or notify Laurie to record workload if a meeting has no minutes. Same with Fire Drills.
 - b. LIS will do a Tip of the week regarding this and other things to remember to record workload for such as TRY#, Calls, ISO# etc.
3. Requisitions and Accessioning – April
 - a. Reminder to only accession requisitions exactly as they come. Do no guess. If it is wrong accession it anyways incorrectly or request a new requisition.
 - b. Jen- HIA violations are being taken very seriously so if accessioned not exactly as it comes you are accountable for it.
 - c. Riskpro's will be entered for anything that is sent to wrong locations etc. This is a HIA violation. And patients must be notified.
4. Fridge Monitoring/Temperatures – Jen
 - a. Upon reviewing temperature logs it was noted that the front fridges in Accessioning are not being recorded on a daily basis. This must be done by the lab assts MON-FRI everyday.
 - b. On weekends the 630 shift or whoever is doing temperatures needs to record the sample fridge and drop off fridge as well.
5. Batch Tracking – Jen/April
 - a. Tasklist was not set up to do 1 sample at a time. There was one day where 39 tasklists were created. This is madness.

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- b. Tasklist is for batch tracking. Process needs to be set for doing batch tracking instead of per sample – especially going forward to the new hospital. For outpatients and YPCC – try to batch track instead of doing it each sample.
6. New Territorial Health Authority Policy regarding Break Times – Jen
 - a. There is a new territorial hospital wide policy regarding breaks and the scheduling of breaks.
 - b. Breaks will be at scheduled times and supervisor to determine this based on shift.
 - c. Jen has posted the policy and sheets on the window beside the breakroom door for feedback on when breaks should occur for each shift. This will be implemented on April 1st.
 - d. Breaks will be 2 15 min breaks and 1 30 min break for lunch.
7. Relief Staffing – Jen
 - a. There is a change how relief staff will be scheduled. Due to collective bargaining. Relief staff may only be scheduled 21 days before they will be needed to work. This is due to outpatients and lab assts not being required to work 365 days a year 24/7. Relief staff will not be put on posted schedules as it has been done in the past.
 - b. Relief staff will need to give availability to the Lab supervisor in writing prior to or when the schedule is posted and then the relief staff can be scheduled on an as needed basis for backfill.
8. Voluntary Informed Consent for Lab Procedures – Jen
 - a. When doing any lab procedure on a patient – it is important for us to clearly identify who we are, and what procedure we will be doing on the patient.
 - b. Consent for taking blood or doing whatever procedure can be withdrawn by the patient or guardian at any time. So if they say to stop then you must stop what you are doing.
 - c. Jen will review the current venipuncture procedure to ensure this is included.
9. New Building Updates – jen
 - a. The schedule for the move of major instruments is about 95% set
 - b. TB testing will stop at Stanton March 18th – from then on all will be sent out to Prov Lab
 - c. Blodo Cultures will be moved to the new hospital on May 17th
10. Unfilled Tech Positions update– Jen
 - a. Offer has been made for an 18th month term for a Core Lab Tech

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- b. Micro competition to be reposted.
- 11.Round table
- a. Carolyn – Any one who needs FIT testing or Fire testing get before Wednesday next week
 - b. Jen – PDI – PDI info has been sent, they have changed the way they are approving it this year – applications must be in by March 15th . All Mandatory training and the LMS reading must be completed for PDI to be approved.

Minutes taken by AER