**Laboratory Staff Meeting Minutes**

**20** March 2019

11:18 – 12:00

Attendees: Chantelle, Joanne, Kim, Connie, Muhammad, Amy, Jocelyn, Laurie, Laura S, Laura, Soloman, Kayla, Nicole, Teresa, Moses, Vivian

Recorder: Kim

1. Laurie – LIS downtime – Will be occurring Tuesday, Mar 26 between 0900 – 11:30 as well as Weds Mar 27 starting at 7:30 to approx. noon. The downtime will be sporatic and it may be hard to give exact timing when it will be down and back up. When it is down there will be no access to the LIS system but we will continue to have access to Medipatient. Use the downtown procedure for inpatients and emergency STATS. In the meantime please review the downtime procedure. Be sure to use the labels in order. Do not grab random labels, keep them in order. Currently, still working out logistics for OP and YPCC. This will happen again in April for 3 days.
2. Chantelle – New PKU cards – Nursing has been notified and updated on changes. The new cards have an additional 5th circle that needs to be filled. Start at circle#1 which is the circle by itself. Then proceed to the others in order. If all spots cannot be filled, still send the card to Alberta Health Service’s and they will determine if complete testing can be done. The old cards will not be accepted as of April 1st. We are already switched over to the new cards. The NWT zone code is ‘ 0 ‘ .
3. Laurie – TSC – Is switching domains starting this afternoon. We are migrating into the bigger world of TSC and leaving our little Stanton planet behind. We are plugging into the ‘ corp/ ‘ world. So if ‘ STHA/ ‘ doesn’t work when logging onto the computer, use ‘ corp/ ‘. Not sure how it will look yet. But, Laurie’s computer will be the first sacrifice so check with Laurie if you have any questions or issues.
4. Chantelle – Will be emailing the ‘ Employee contact form ‘ to the people for which she still needs contact info for. Please complete and return asap.
5. Chantelle – Finance Dept – Has sent a lengthy list of errors that need to be rectified by the peoples whom entered incorrect (or lacking) info while registering patients in Medipatient. Most of the errors are: failing to input the lab code V72.6 and when it comes to expired healthcare cards. If a healthcare card is expired the visit needs to be billed to self. Chantelle will be sending out the procedure in MTS on how to ‘ Bill to Self ‘.
6. Chantelle – Critical Results – Do not give critical results to clerks or front desk personal. You must speak directly to the patient’s nurse or physician. There will be a revised critical result procedure coming out shortly. Stay tuned!
7. Chantelle – Code of Conduct – It is not in your scope of practice to advise or give advice to patients on their medical situation. Please do not do this. There has been a complaint by a patient in this regard.
8. Chantelle – SPECTRE – This is a new program in place for shipments being sent to Dynalife. Any personal that ships to Dynalife must have access training and be set-up in the Dynalife system.
9. Joanne – Tasklist Batching – Since we are now batching our tasklists it is important that all samples are coll/rec’d in the LIS. Please don’t forget especially the reflexed samples such as hepatitis/syphilis confirmations.
10. Kim – CAP Sample – Temperatures must be recorded on the survey paperwork when the samples are rec’d. There has been a few missed in the past weeks. Also read the instructions carefully before testing. There is a specific way to process the hematology specimens on the XN’s. They are treated like a QC sample.