**Laboratory Staff Meeting Minutes**

**13** March 2019

11:15 – **12:00**

Attendees: David, Laura G, Kayla, Bayo, Connie, Chantelle, Solomon, April, Laurie, Jocelyn, Mohammed

Recorder: Connie

1. Spec.Tr.E system by Dynalife : for tracking the coolers etc that are sent from the Lab to Dynalife. Chantelle has not yet received a reply from Sandra Lemke at Dynalife, as to clarification on the the training and access to the system
2. Core ALT evaluation happens for 5 days next week on the Vitros for validation
3. ABL 90 – blood gas machines for the new hospital will be the responsibility of the Lab (like we are for glucometers) but will be located in the ER, ICU and OR? Training takes place next week starting on Wednesday. They will be set up on Monday and Tuesday by Radiometer.
4. Gases – reminder – If there are issues with the ID stickers on the specimen, create an SX “new client” and “new stay”, so sample can be dealt with immediately. If sex is unknown, use “NBU”. LIS team will merge them later on.
5. April 1st is the deadline for suggestions on options for scheduling break times. See our Union rep Pearl if you have other concerns on this matter.
6. Relief staff will only be scheduled for 5 days on the upcoming April schedule due to the 2 week notice which must be given to employees which has an effect on the new rule of being able to schedule Relief Staff 21 days in advance. Chantelle is trying to come up with a solution to this problem. Again, please contact our Union rep Pearl if you have concerns.
7. Performance appraisals will be starting in April so go into PeopleSoft – Performance Management, and complete any related documents before March 31st.
8. Chantelle asked for feedback on the new droppers now being used in chemistry QC. Bayo could not comment but suggested contacting Erin and Nicole for feedback.

Round table:

Bayo – Encountered problems on the weekend regarding his request for an EDTA dealing with a cord blood issue. Chantelle did not hear from the unit and will look into it.

Laurie – March 18 is final day for TB processing in Micro. It will be sent to Prov Lab until we resume processing in the new hospital.