

## Laboratory Staff Meeting Minutes

27 March 2019

11:20 – 11:50

Attendees: David, Chantelle, Laura S, Laura G, Vivian, Holly, Jocelyn, Theresa, Nicole, Laurie, Amy

Recorder: Amy

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### 1. Chantelle – E Performance

- 1.1. Reminder to complete your E-Performance documents for end of year

### 2. Laurie – Debrief for Downtime

- 2.1. Downtime went well. Some issues arose and will be addresses
- 2.2. Core lab reporting form is clunky and missing some important testing. It will be reviewed but maybe not in time for the next downtime. Request for document instead of Reference intervals and critical results that can be sent with print outs from machine to report
- 2.3. Downtime will likely be happening again in April close to the end of the month for 3 days in a row for 1-2 hours for the server move

### 3. Laurie – Debrief for Migration to CORP

- 3.1. Everything has been migrated to CORP. The switch user log in does not appear to be working yet. Laurie will follow up with TSC as it was there yesterday and gone today.
- 3.2. For Email you can use the Outlook express on the desktop instead of using webmail if you desire. May have to go through a set up wizard to get it going on first time. This will negate the need to log into your email all the time as it will already know your user and password. BUT anyone using the terminal can then access your email so Log off!
- 3.3. Important reminder to restart all the computers every night – this is part of the Evening Person's duties

### 4. Laurie – Accession numbers

- 4.1. In April the Accession numbers will start to be Alphanumerical  
A0#####
- 4.2. May pose a problem for manual programming samples on Coag machine – currently no way to put letters in when programming. Perhaps Kim can contact Sysmex to see if possible.

### 5. Laurie – TSC Password Reset

5.1. Reminder to sign up for the TSC Self service password reset.

5.1.1.1. Here is the link to sign up for Self-Service Reset Password Management (SSRPM): <https://passwordreset.gov.nt.ca/>

## 6. Laurie – Troubleshooting Forms

6.1. Please use these forms and complete with times and other needed information so workload can be captured for them. Forms to be updated to include workload.

## 7. Round Table

### 7.1. Amy – Receiving stuff

7.1.1. Blood Bank reagents were left in an open box for 2 days last week before being discovered and put away. This is unacceptable. Time sensitive and temperature sensitive things are being left and there is the potential for reagents to be unusable. It can be very difficult to get replacements if possible at all.

7.1.2. If a box is open or received you must look to see what it is. Do not just leave it at the back by the supervisors office without bringing it to someone's attention who would be responsible for it. We are a team here and it is everyone's responsibility to take care of receiving things and restocking things. We are short staffed and busy and if needed the Supervisor can address if more resources/overtime are needed to put things away on an as-is needed basis.