

## Laboratory Staff Meeting Minutes

8 May 2019

11:24 – 11:46

Attendees: Chantelle, Jocelyn, Bayo, Theresa, Kayla, Cole, Laura G, Joanne, Chelsea, Connie, David, Soloman, Amy

Recorder: Amy

### 1. ABL90

- a. Validations are happening on the new machines – please draw Extra Gas tubes (dark green) to use for validations

### 2. Requisitions – Order Entry

- a. When entering orders please take your time to ensure all information is entered correctly
- b. CC's to drs/clinics are being missed
- c. Example: dialysis – cc to dr code for clinic is being missed. This dr only reviews results in EMR – so if CC is missed those results are not being reviewed.

Yellowknife  
9-4373  
Mon - 3:30 p  
Holidays\*

	Dr. Maisoon Osman		Ordering physician Code: YEL/F7200	
Primary Care Clinic St. Charles Center East, Yellowknife 5-7744 Mon - 11:45am - 4:45pm	Date Ordered: 12-Apr-19	Copy to: YMCE1/F7201	Fax to:	
	Date Specimen Collected 2 May 2019	Time 07:25	Collector JG	Priority: <input checked="" type="checkbox"/> Routine <input type="checkbox"/> ASAP
	HEMATOLOGY		CHEMISTRY	

### 3. T3/T4 Ordering

- a. Dr. Leich has been added to the approved list of physicians for this testing

### 4. New Hospital

- a. Orientation must be completed online
- b. If you are missing your Access card after completing the orientation please notify Chantelle
- c. Once you get your access card please get your photo ID – this can be done at the security desk beside ER at the new hospital during regular hours

- d. Viewpoint – has maps etc you can look at to orient yourself to the hospital – there was an email about it and the instructions will be posted on the corkboard
  - e. We will need to clean and organize stuff to be packed and taken over to the hospital in the next few weeks
  - f. Bring/Email any questions to Chantelle
  - g. All personal items need to be emptied from the staff room, including bins as of right now no plans for this at the New hospital
- 5. Venipuncture**
- a. Ensure tubes are filled when drawing blood. As best as you can
  - b. The stat spinner spins tubes on a slant so short draws can be difficult when spun there
  - c. Many tubes are coming to the back with clots – please ensure specimens clot for enough time prior to spinning them.
- 6. Downtime**
- a. There will be downtime again for the server move on Monday May 13<sup>th</sup> and Tuesday May 14<sup>th</sup> from 8-9am
- 7. RiskPro**
- a. New program to enter incidents – RL6 – see emails. There is a video and powerpoint to review for how to use
- 8. Doctor Codes in LIS**
- a. Doctor codes will be changing to numeric codes effective June 1 2019
  - b. You will need to use the drop down menu and look doctors up by their last name rather than by code
  - c. There will be a LIS tip of the week
- 9. Welcome back Cole!**
- 10. Round Table:**
- a. Amy – Blood Bank – reminder to call either Canadian North or Tundra Transfer to let them know of shipments of blood to be sent/picked up for Inuvik and Fort Smith. This then allows for the carrier to save room to ensure our shipment gets on the flight.