2019-04-24 Lab Staff Meeting

11:25-11:35

Attendees: David, Joanne, Laura G, Kim, Connie, Kayla, Chantelle

1. Downtime went well this morning.  Scheduled outage for tomorrow may be cancelled due to server move issues.  Chantelle will keep us posted.
2. General complaints of our turnaround time on testing is too long.  Be cognoscente of our goal of < 55 minutes.
3. Move to new building is nearing.
   1. If you’d like a tour of the new lab let Chantelle know and she will arrange it.
   2. Be sure to complete the orientation form required to get your access pass.
   3. The calendar posted outside Chantelle’s office will display the dates for various moves
   4. Micro has their own schedule posted in their area
4. Performance appraisals are waiting to be scheduled so it is imperative that you complete your **PeopleSoft** **Self Evaluation.** Chantelle can only complete her part of the evaluation once yours is done.
5. Core Lab – ABL 90s evaluation will start this week.  Chantelle is reviewing the Dynalife process manual regarding the procedure and will update the techs on the requirements.  So far she is aware that each gas will be run on all 4 analyzers and to rotate the order of the machines in which the testing is done.  Every sample type is to be evaluated, even vacutainers.  The goal is to complete the evaluation before the move to the new hospital.

Round Table:

Joanne – There is a sign-up sheet in the lunchroom for all those wanting to attend a night out of Bowling for Courtney’s going-away party this Friday.

 Sign up by the end of today so she can book the lanes.

Courtney’s last day of work is on Friday, 26th of April.

 Joanne has a card to sign and will also accept gift donations.