**Laboratory Staff Meeting Minutes**

5 June 2019

11:20 – 12:10

Attendees: Kayla, Laurie, Bayo, Laura G, Holly, Pearl, Connie, April, Chantelle, Kim, Cole, Moses, Chelsea, Chantelle

Recorder: Kim

Chantelle:

1. **Blood Bank fridge doors** do not close properly when keys are left in. The light is off but the door is not shut. Fridge keys are in a box by the sink. See SoftCom message for more details.
2. **Clear bins** from legacy break room – Take one if you want, if not they are being tossed out.
3. **Break Room** – Holly requested hooks – Chantelle will inquire.
4. Joanne requested **outpatient hooks** – Chantelle will inquire.
5. LIS is missing their **coat hook** – If you see it, return to the rightful owners. They built it themselves!
6. **Break room lockers** – If you get locked out or cannot access your locker for some reason, call security they will open it.
7. **Tube & centrifuge alarms** – if you silence it you have to deal with it. Do not just walk away and leave it.
8. Chantelle will post her **daily schedule** on her office door.
9. **FT4/3** testing, DR exemption list is out. If the diagnosis on the requisition is related to Thyroid issues (use your discression) it’s okay to order. Order FT4/3 on a separate order (use the next button in order entry). If the TSH automatically reflexes a FT4/3 then one must be cancelled so it’s not a duplicate order. Do not ask April for advice on acceptable conditions for ordering.

Laurie:

1. The health center in **Gjoa Haven** is code [ GJO ] . Send all patient results to this clinic code. The Hamlet of Gjoa Haven code [ GJH ] is for water samples only.
2. Lab **printers** are back to their original codes.
3. **Lap tops** in the Outpatient department do not have internet connection because the ethernet cable does not reach. Internet can only be access through wifi. First time users need to log in with ethernet cable attached first to set up access to wifi account. This can only be done after hours.

Cole: **Mico media** fridge is broken. There’s media scattered everywhere there is a wee lil nook to put it.

Micro**: No TB** testing yet. **Stool cultures** will no longer be done at Stanton. They will be sent out to Dynalife. There is new collection media and a new requisition. Read the new collection requirements as they have changed.

Erin: Still misinformation in regards to which **phone numbers** to use in the evening and on-call. This needs to be clarified once again. A suggestion was made to put it into the first edition of TubeNews!

Laurie: is collection compassion funds for Mike.

Chantelle**: Cafeteria** hours are as follows:

Weekdays: 0630 – 1900

Hot Plated food: Breakfast 0630 – 0930

 Lunch 1100 – 1400

 Dinner 1630 – 1900

Weekends and Holidays 0800 – 1800 ( hot plated meals adjusted accordingly)

Kim: For her Leadership Deveoplemt project she will be starting **TubeNews.** This is a one page communication newsletter about everything lab. New happenings, BIG changes, updates and fun things to know. The intent of TubeNews is to represent the Lab within the hospital and connect with the other departments as well as make it known how great we are and what we’ve been up too. This is something we can do together as a team. Please your suggestions and input are crucial. I will be doing this for 6 months. Christmas being the final edition. But, if it’s something we enjoy and it continues to be beneficial by all means we can reassess then.

Chantelle: For her Leadership Development project Chantelle is doing a **Team Alliance** exercise. There is a large brown post on her door. She is encouraging everyone to express what they feel is important, valued and expected of each other as we continue to build a better and respectable work environment. Chantelle showed us an example of how we all interpret situations and knowledge differently so it’s important to remind ourselves how we all have something unique to bring to this work environment and we should support each other for our individual assets.