

Laboratory Staff Meeting Minutes

July 3, 2019

11:15-11:25

Attendees: Chantelle, Laura G, Solomon, Moses, Amy, Vivian, Nicole, Elwood, Connie, Cole

Recorder: Amy

1. Newborn Screening Collections
 - Had multiple issues come back to us about cards not being collected properly
 - Scratches on paper, Not enough sample, information not legible.
 - Ensure you are not using capillary tubes to collect so as not a scratch, Fill spots fully. Check it has been filled out properly and can be read – if not refer back to OBS to fix.
 - Chantelle to follow up for specific incidents with collectors individually.Lights for benches:
2. QCNet log in issues
 - Chantelle working to resolve log in issues.
3. FT4 Reflex -referrals
 - FT4's to be sent to dynalife after reflex from TSH are being missed
 - LIS has put a workaround in and if a FT4 is reflexed the label will print automatically on the Chemistry label printer.
4. Communication Devices
 - Please do not turn to silent – you can turn now the notification noise instead
5. Recycling
 - Moses has taking over doing the recycling for the lab
 - If you want to add personal recycling to the pot bring it to Moses or contact him for pickup
 - At this time the pot has no determined goal – past money was given to Mike A or used to buy a new fridge etc.
6. Going Away Party
 - Reminder about the going away party July 6th for April and Chade
7. WSCC

- Red the Code Red and Code Green policies – see Chantelle for signoff as soon as possible
8. Round Table
- Nothing

Core Only

Time: 1125-1130 – Elwood, Nicole, Chantelle, Amy

1. Blood Bank
 - a. CBS orders must now be in by 1000 for next day delivery
 - b. Discussion concluded that the 10-1800 shift will place order by end of their shift for delivery in 2 days time.
 - c. Evening or on call person can add to order if need be.
 - d. Stat orders can be placed still if needed – Amy will clarify with CBS which flights they can use still
 - e. Reminder to call CBS if Stat orders need to be placed.