

## Laboratory Staff Meeting Minutes

July 25, 2019

11:120-12:20

Attendees: Chantelle, Erin, Amy, Laura S, Solomon, Sally, Connie, Pearl, Theresa, Elwood, David, Laura G., Nicole, Whitney, Jennifer

Recorder: Amy

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### 1. Communication Devices

- If anyone notices any dead zones where the new communication devices don't work please let Chantelle know
- Communication Devices can be changed by charging the battery or can be used with a plug in cord – we were not given any plug in cords.
- Ensure they are signed in properly when in use or they will not work – double sign in in the morning

### 2. YPCC on Saturday

- YPCC is open now until 4pm on Saturdays
- Chantelle to follow-up with YPCC Manager regarding the samples and delivery

### 3. ECG's

- Jen is working on the process workflow for ECG's
- Changes so far
  - i. New order code of EKG
  - ii. A paper report is generated to the ward stating ECG was performed.
  - iii. When ECG received back – we will final receive them and another report will be issued stating it is done
  - iv. This is for the chart and notification to the ordering physicians.

### 4. Storage of things

- Please remember some things must be stored in specific ways – for example blood culture bottles are light sensitive

### 5. Phones

- One phone has been moved to Lab asst area.
- Question about whetehr we could have a phone tree with hours of operation – No – good customer services occurs with person answering the phone

- Please answer the phones
6. Attendance
- Jen and Chantelle will be working on a leave management policy for the lab in conjunction with DI
  - There will be follow-up for leave per the Leave Guidelines set for Stanton previously
7. Accreditation
- Happening on December 9<sup>th</sup>
  - Connie will be working with Jen exclusively on this from now on
  - If anyone would like to volunteer for the committees please see the email sent by Jen
  - Need to begin cleaning up the lab of clutter, get boxes off the floor, etc
  - Carolyn to start safety audits in August
8. Extra drawers for Micro
- Are there any sets of extra drawers? Core cant' think of any at the moment
9. Wards sending stuff in Tubes
- First thing in the morning the tubes are stacked and no more can be sent to the lab until emptied
  - This is preventing some wards from sending req's or stats
  - Jen will address this at the Manager's meeting next week and follow up with a memo
  - If a ward cannot send req's for morning rounds – put in RL6 incident report for tracking
  - Dexterra is in charge of the tube system
10. Staffing
- LIS Admin – interviews have been held – reference checks happening
  - Casual Locum for Core starting August 26<sup>th</sup> until Oct 18<sup>th</sup>
  - Lab Asst. competition is finished – HR to send out offer. Second position to be filled by eligibility list
11. Requisition Issues
- Many requisitions coming down with wrong ward on stickers
  - Ordering physician not written on requisition, or no first name
  - Jen to follow up at manager's meeting regarding this
  - In meantime if calling to get information – record in order entry as call this gives workload OR use attending physician and put order entry comment that ordering physician not on requisition