

2019-06-28

Lab Staff Meeting Minutes

11:00-11:40

Attendees: Chantelle, Connie, Bayo, David, Elwood, Laura G, Holly, Kayla, Joanne, April

Chantelle:

1-Staffing schedule for July and August will change. Changes should be posted later today.

2- Water samples should be dropped off and supplies picked up in the Out Patient area. Sample bottles are stock items and ordered from Stores.

3- WSCC inspected floors 2-5 of the hospital last week and lack of knowledge regarding code Green and Red procedures was sited. Thus was the urgent requirement to update Lab staff on these procedures on Tuesday. Further inspections by WSCC will take place for ground 0 and the first floor, so be prepared to answer their questions should you be approached, and be mindful of your PPE and all lab safety requirements.

4- We are using BioRad efficiency samples in addition to Cap surveys (however, we have reduced the number of Cap surveys). This company is Canadian and should be more convenient. They are being performed monthly and Chantelle will ask whoever is available, to run them.

5- The “phone” situation is not working for lab staff. The phone is not ringing at the appropriate bench / we cannot hear the “ringing” phone at all benches / it is difficult to hear the caller at the back window phone due to instrument machine noise.

Kim suggests experimenting to see what would work for the lab. Increase volume of the ringtone? Move the back window phone to another station in specimen control area - Elwood has already made this change so feedback is welcome.

6- More Magnets have been ordered to post paperwork to metal surfaces we use for communication.

7- A phlebotomy cart from the Outpt area has been approved to be used during hospital collections as it is adjustable in height for the taller staff.

8- Fort Simpson bloodwork is arriving in their cooler on Saturday afternoons around 15:00 which is not practical. Chantelle will speak to Fort Simpson regarding optional arrangements.

9- Dexterra tickets – see binder in Urine bench area for instructions. Phoning in requests works too. Chantelle will confirm if only certain staff members are allowed to put in tickets.

10- In-house Urine samples should be put in the fridge but not in the Dynalife bin within the fridge.

11- A **cheat sheet** will be made up for the exterior of the fridge to identify samples requiring refrigeration. Joanne will investigate to see if a copy of the old cheat sheet exists and write one up if it doesn't.

Kayla:

1- The policy on collections for ER in the mornings was confirmed by Chantelle as not having changed from the legacy hospital. Chantelle will resend the original email from Jennifer outlining the rules and expectations.

2- STAT draws must be **phoned** to the Lab using the **Com devices** as well as sending the requisition in the pneumatic tube. Chantelle will remind ER of this process.

3- STAT samples drawn in the Outpt area are taking too long to arrive in Main Lab for processing. Physicians are calling for results especially for Hcg's before we've run the samples.

4- A more visible place is required to place forms for the blood products that go out in the morning. The side of the Bio safety cabinet was suggested (where all other communication is written) and will be used for now.

5- Many wards are sending us requisitions with improper indication of "location". Multiple labels with varying locations often grace a single requisition making it difficult to accession morning rounds. Chantelle will speak to those involved.

Nicole:

1-it was asked if the Unknown, Unknown clients in LIS can have a corrected DOB instead of the default to current day, as it reflexes a diff and changes Tbil to Nbil etc.

As per April, No, it cannot be changed.

Joanne:

1-Dexterra housekeeping is trying to clean the Outpt area during peak client times (8-9am) and is disruptive to service. Chantelle will see if this can be changed to 15:30 at the end of Outpt hours.

2- Mike Arbuckle was touched and thankful for the basket and monetary gifts that were sent by the LAB. He is still dealing with pain but is doing well. He is walking and all bodily functions are working! His pathology report will be back in 3 weeks.

Kim:

1-Chantelle and Kim have completed and passed their Leadership course. They both raved about the benefits of the course. Chantelle also felt the Meyers Briggs personality test would be something everyone in the lab should take and will see if she can figure out how to get this done.

Kim's Tube News idea received rave reviews and fellow classmates were looking forward to the first edition coming out next week. Kim would like to take a staff photo Wednesday for the first edition.

Chantelle presented her Team Alliance project and would like to impress on everyone, "Rule #6 – Don't take yourself/things so seriously". She hopes to send us all the video which she and Kim thought was very appropriate to relay this message. A lesson is self-awareness.