

Lab Staff Meeting Minutes

2019-08-14

11:20-11:55

Attendees: Chantelle, Holly, David, Cole, Sally, Erin, Moses, Kayla, Elwood, Connie, Jocelyn, Vivian

Recorder: Connie

1. Thank-you's from:
 - David Moore for all the extra work we are doing to help with the Fort Smith situation
 - Sandy Lemke for all the help on getting the Vitros signed off
 - Joanne Ingram, and Chantelle and Jennifer DB for the huge improvement on the quarterly performance indicators
2. ABL 90's are signed off and will be dispersed within the hospital. One will be kept in the Lab
3. The Trace Elements dark blue EDTA tube is no longer available. Vivian will give Chantelle a tally of our stock. DyanLife is looking for a replacement tube
4. Increased syphilis testing is occurring on pregnant women as indicated in an earlier email. Keep Chantelle posted of stock being depleted during this time so we don't run out
5. Chantelle has put additional mail slots in her office, by the door, for all the different documentation and forms that are left with her. If you can't find an appropriate slot, put it on her desk
6. Check your email for at least two additional LMS training modules to be completed for Biosafety
7. August 21, 2019 the LIS will experience approximately one hour of downtime between 8-9am. We will delay the opening of the YPC Lab on this morning
8. Pertussis media is kept in the storage room walk-in fridge. The media is currently all expired but is on order

9. The tracking lists that are faxed from the communities giving us a heads-up on their shipment are hung by a magnet from the top shelf in the specimen control area, across from the wash-up/urine sink. Once we have received the shipment, the documents are put in the recycling bin

10. Referral Lab reports received on the fax machine are placed in the bottom rack of a three tier organizer that sits to the right of the computer on the specimen control counter, across from the wash-up/urine sink. More visible signage will be made to indicate this slot.

Reports arriving in the mail addressed to “Stanton Hospital” are also put in this slot.

All mail addressed to locations outside of Stanton will be placed in the appropriate Lab mail slot and is taken to the hospital mail room once a day

11. An order for Hoodies with the Lab logo will be put in by end of the month.

See Elwood with any questions.

- **Colour** – maroon
- **Style** – zip up the front like the last ones but fit is a bit smaller than the last style.
- **Logo** - is the same but may be moved down lower on the back so it’s not covered by the hood. Logo along the sleeve would be \$12 extra per hoody so let Elwood know if you like this option as everyone would have to agree on it
- **Sizes** – Small to XXX Large (Sizes are unisex. Elwood has two sizes in the office to try on)
- **Price** - \$80 (e-transfer payment to Elwood)
- **Deadline** – August 23 (minimum order is 12 hoodies and payment must be made to Elwood by this date)

12. AM Rounds

- Erin proposes that all staff on collections in the morning go together and start at the top floor working your way down. It has been too difficult to find each other and the communication devices are not helpful.

- Elwood suggests leaving your cart outside the room you are in which lets people know where you are
 - Determine which table top you will use in each unit to place the requisitions and tube rack on
 - Chantelle agrees to giving it a try
13. Prenatal forms generated from the EMR are confusing Dynalife and are thus sending ALL reports to the first address mentioned on the requisition, which is YPCC Clinic. **If your ordering physician is from Frame Lake Clinic you must stroke out the YPCC address** from the form and leave the Frame Lake Clinic address visible.
14. Also related to AM rounds is the issue of requisitions not making it to us in the morning if sent at night. The pneumatic tube is unmanned overnight and cannot accept more tubes when the bin is full. This issue will be addressed at the next Manager's meeting.
15. The procedure for cleaning the pipettes has gone missing since the move over to the new hospital. Erin will see if she can find them for Connie in the computer.
16. Clean slide cassettes are to be put in large Ziploc bags and placed in a bin in specimen control area. They are then added to community boxes when they are being returned "Empty".
17. One Month to Clean up the Lab! Start rearranging your areas to get things off the floor as mentioned in a previous lab meeting.
- Everything must be on a shelf or in a bin with wheels
 - All papers / documents hanging on the wall must be laminated or in a plastic sleeve (page protectors – we have lots on the shelf behind the back wall wash-up sink)
 - Get rid of "Stuff" that is not needed or used

Round Table:

Vivian – A privacy curtain is required for the ECG room in the hospital outpatient area so that the patient is not visible when the door is opened

Elwood- suggests the curtain at the specimen control lab entrance should be longer and encircle the eye wash / shower station. Chantelle feels this was cited by WSCC on their walk-through and will be addressed

Erin – be mindful to invert the CBC's a few more times after drawing them as she received some samples again this morning that had platelets clumping

Moses – Coles last day is this Friday. Gather at the Monkey Tree at 6pm for a farewell get-together.

Cole – Thanks to everyone for making this an awesome work experience. He has joined an International non-for-profit organization called the Global Brigades which improves the quality of life for communities in Central America and empowers them to succeed. This year he has volunteered as part of the executive board that looks for funding for the organization and as such has decided that the monies collected on his behalf will go to this organization. This year he will be working in Panama for the Global Brigades for a few weeks. There is an envelope for Cole in Laura's office.