

## Laboratory Staff Meeting Minutes

September 11, 2019

11:15-11:45 All

11:45-11:50 Core Lab

Attendees: Chantelle, Jennifer, Amy, Laura S, Sally, Connie , David, Jocelyn, Moses, Mikayla, Nicole, Erin, Kim

Recorder: Amy

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### 1. LIS

- Chantelle has been re-assigned temporarily to the LIS position for a few months for the continuity of service for a few key projects and on-boarding of the new staff member
- Jen will be performing the supervisor role in addition to her position

### 2. Infection Control signage

- Be aware there are new infection control signs posted on patient room doors
- Jen to follow up with more information and disseminate it to staff

### 3. Routine Bloodwork on call/afterhours

- Project in hand to create list of testing available stat and oncall/afterhours but will be a long process before implementation can occur
- In the mean time if testing requested is questionable phone PCC to discuss about it. If really egregious can contact Jen but she is not oncall and may not be available
- Recommend to continue with practice of perform testing and follow up with supervisor after the fact about inappropriate collections on call etc.

### 4. Housekeeping Bits

- Please remember to date anything you open – even when pouring off. A microwell calibrator had to be discarded as it was not dated when opened.
- Also when opening the last of something please let the Tech II/supervisor know so more can be ordered and we do not run out. The white board on the tech II door will have a list of to order – note it on there.

### 5. Universal wash reagent – for 5600

- Watch dates when changing reagent. Reagent is light sensitive. When box of two is opened the other bottle will be placed in the blue cabinet/trolley – check there first before opening a new box of two.

## **6. Plasma replacement question for hematology**

- check procedure and follow up with Kim

## **7. RSV**

- Going live on the 12<sup>th</sup> moving from Micro to Core lab for testing
- To be performed on Stat basis on urinalysis bench
- Procedure has been put up on MTS
- Training to occur this week
- Reminder to check the fridge for samples dropped off and not brought to core lab – samples to be delivered to core lab

## **8. Communication Devices**

- Ensure you are carrying the device when assigned to have it. Important for your own safety to carry devices – especially when working alone as panic buttons are not currently functioning and it will allow you to contact others for help.

## **9. Dynalife Visit**

- 18<sup>th</sup> to 20<sup>th</sup> of September
- Review of Core Lab – Quality Control Program
- 2 training sessions on QC will be offered
- If you have questions for them please forward to Jen to give prior to visit

## **10. Leave Requests**

- All leave requests must be submitted in writing on the appropriate form
- If you are sick you must phone to the lab – do not text Jen

## **11. Projects Update**

- Self-referrals for STI testing is being implemented
- ECG – process changes in testing phase, will be like all other referral testing to dynalife

## **12. Round Table**

- Laura S
  - i. CDiff samples ok to be sent in tube? - YES

## **13. Core Lab**

- i. Blood Bank Housekeeping
  1. Blood bank requisitions must have ordering physician on them same as all other reqs – please check
  2. All new orders need a requisition
  3. Please place a lab accession stick on the requisitions for record keeping – easier to track down orders etc
  4. Plasma protein products

- a. Require requisitions or to be written in on another req (such as the TS req for RHIG – can write in RHIG order after the fact)
  - b. Please do not issue more than one vial at a time if not infusing more than one at the time – this lessens chance of error and temperatures in the building have been inconsistent so product will be out of a monitored area for more than allowable timeframe potentially.
- ii. 5600 – Getting intermittent errors on potassium regarding possible need to calibrate due to the room temperature variance – watch and re-calibrate if needed.