

## Laboratory Staff Meeting Minutes

September 18, 2019

11:20-11:50

Attendees: Carolyn, Jennifer, Kim, Jocelyn, Adrienne (student), Laura S., Bayo, Holly, Chelsea, Amy, Laura G., Mikayla, David, Erin, Soloman

Recorder: Amy

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### 1. Dynalife Visit

- Sandy Lemke and Dr. S. Brown are on site for a visit
- There will be a presentation on QC and one on Hematology

### 2. Lutseke Specimen Logs

- Please when receiving coolers from Lutseke and unpacking them check off samples compared to the log they sent to ensure those on the log are what we receive
- Sign time and date log as being received.

### 3. Stat Sample notification to Dynalife

- When sending Stat specimens to Dynalife – send a fax notification, phone them and mark it in Spectre (which has a stat feature)
- This is so these samples are flagged so that staff can find them quickly and deal with them
- Faxes are to be saved

### 4. Biosafety and Security

- Desktop disinfection should occur at the beginning and end of your shift
- Remember your hand hygiene
- Cellphone – if you have it out in the lab it must be decontaminated prior to leaving the lab with bleach wipe or TB wipe
- PPE – reminder to wear gown, gloves, masks, eye protection based on your needs for the activity you perform
- Panic buttons in the lab – do not currently work – pressing the red button on the top of the call devices 2 times will alarm but only to the other devices on the “team” - reminder to check batteries on them
- No eating, applying makeup etc in the laboratory
- New biosafety program will be rolling out for staff soon

### 5. Round Table

- Breakroom lights

- i. Can a ticket be put in to extend the timer on the lights in the break room – they go off when eating lunch in there
- Temperature in the Lab
  - i. Log a helpdesk ticket if the temperature in the lab is too hot or cold – check temperature charts if you are unsure if temperature is “out of control” for our instruments
  - ii. Also complete an RL6
- Fax machine use
  - i. Be mindful when using the contact search function – it will give the whole government contact list
- Pending lists
  - i. Samples are not being received or tracked properly
  - ii. Ensure you are doing a full pending throughout the day to find these samples not leaving for the evening person at the end of the night
  - iii. However perhaps the process needs to be re-examined for who takes care of that end of the night full pending list – Jen to follow-up
- BB Fridge Monitoring
  - i. Unfortunately we cannot still prove the fridges are being remotely monitored appropriately and the temperatures for the blood bank fridge and freezers still need to be recorded every 4 hours
- Smears to Pathologist
  - i. No set rules on time line of when another smear should be sent to pathologist for review
  - ii. When in doubt – send it out!