

Laboratory Staff Meeting Minutes

September 25, 2019

11:20-11:55

Attendees: Chantelle, Lena, Jennifer, Amy, Sally, Laura G., Vivian, Adrienne (student), Moses, Soloman, Bayo, Mikayla, Chelsea

Recorder: Amy

1. LIS

- Hello to Lena who joins us for LIS coverage

2. Reflex testing on samples

- Please remember to collect and receive samples after a test has been reflexed i.e. SYPHC or other confirmation test for sendout
- If specimen is not coll/rec'd then cannot be tracked appropriately.
- These also require a manifest to be printed to be sent out

3. Body Fluids

- Can kits be made to be distributed to ER, etc?
- Floors unsure of what tubes to collect etc.

4. ABL90's

- 1 is located in ICU, 1 located in PEDS
- Lab is responsible for maintenance and troubleshooting per Accreditation and NTHSSA practice
- Checklist will be created for maintenance for these machines

5. Contacting Supervisor/Manager After Hours

- If calling Jen on the weekend – call home number not work number – she does not carry work phone afterhours.
- If you cannot get a hold of the supervisor/manager the PCC is the person to call for decision making after hours.

6. If unable to come to work

- You must call and leave a message on the lab supervisor number and say what kind of leave you are taking (sick, special etc)
- Must call in at least 15 mins prior to start of shift for this leave.
- Can also call the PCC if for the morning to leave a message for 630am staff member in the lab

7. PPE

- Dynalife pointed out that staff did not wear appropriate PPE while working
- Must wear a labcoat or gown while in the lab

- Must wear gloves when dealing with patient samples
- If you do not wear a uniform routinely – then you must wear a lab coat when going out to perform collections
- Lab hoodies are not sufficient as a labcoat/gown in the lab
- These are not optional

8. Shift Swaps

- Fill out the shift swap form and submit to supervisor
- Supervisor approval is required and it will then be documented on the schedule
- Jen will be working on a few form and procedure for this so it is clear

9. Mandatory Training

- It is your responsibility to ensure it is kept up to date
- Let the supervisor know if you need time to get some scheduled in order to keep it current
- Especially important for things that are required to perform work

10. Round Table

- Fasting bloodwork but patient not fasting
 - i. Order the fasting tests – then cancel so it is noted patient came and could not do testing due to not fasting
- CBS
 - i. Jennifer Stepien from Canadian Blood services is visiting today
 - ii. She will be giving a presentation on blood utilization for those who want to joining
- Stores
 - i. Coolers are not being picked up promptly
 - ii. Supplies are not being sent down to YPCC which has resulted in having to send boxes down by cab
 - iii. Jen will follow up but the Manager Kirsten Berg is now Director of Operations and her Manager roll has yet to be filled.