

Laboratory Staff Meeting Minutes

October 16, 2019

11:20-1206

Attendees: Jen, Whitney, Joanne, Adrienne, Elwood, Amy, Nicole, Laura S. Sally, Soloman, Laura G, Erin, Mikayla, Jocelyn, Chelsea

Recorder: Amy

1. Inventory Management

- Last 2 weeks we have had to place a number of 911 orders because of running out of stock
- If you are taking the last of something or second to last etc please write on white board on the door of the Tech II touchdown office so it can be ordered.
- Dynalife orders are every 2 weeks

2. Blood Bank Freezer

- Chart seems to be losing its calibration on occasion. Unsure of the cause – possibly due to power bumps?
- If recording temperature please have a look at the chart to ensure temp matches. If it doesn't arm can be re-calibrated instructions are under chart.
- Email today about testing fridge/freezer alarms again was sent to Jen. Hopefully to be done soon.

3. Updates

- ECG – new process is live. If something isn't working or feedback let Jen know right away
- David Moore – Will be working remotely until Accreditation and then vacating his position after that time. Unsure of replacement at this time.

4. Cancellation of Lab tests - Discussion

- FS and Inuvik are wanting Stanton to phone cancellations to their labs
- However NTHSSA wide process needs to be decided on how cancellations are handled – so if they are phoned then all cancellations should be not just to those labs
- Consensus of Stanton lab employees is not to phone cancellations – that the cancel/reject report go to the ordering physician and physician can decide whether patient should be recollected or not.

- No longer need to send softcom to other labs – as it is not traceable and they apparently do not use softcom?
- Note that canned comments for cancellation/reject need updating
- Jen to take this to lab leaders meeting so that a nthssa wide process is hammered out
- Jen to forward LIS procedure for cancellation to everyone in the meantime.

5. Softcom Use

- Discussion on use of softcoms – no longer flash red all the time when new received
- People are not checking them
- Some labs maybe don't use them – jen to check with other labs
- They are not traceable
- Don't have to encrypt patient info because they are internal
- Jen to follow up with usage with lab leaders and more discussion to come whether to continue to use them or switch to email for communication

6. Lockers downstairs

- Free for use – just use any empty one – they are not assigned

7. Lab Sweaters

- Elwood picking up today

8. Requisitions not being completed

- Many requisitions being received without being filled out properly – leading to lots of phone calls etc.
- If it is not complete send back to floor with a note to complete
- All requisitions are hopefully being updated due to dynalife/alberta health services change including a NTHSSA micro req and TM req.
- Jen to put something together so that when these are rolled out a policy on requisition and filling out properly will accompany these changes

9. Dynalife/AHS go Live

- Slated for Nov 3rd with their new LIS
- Dr codes, submitting ID codes will change – see changes to requisitions and on manifests

10. ER – patient armbands

- It has been noticed patients are not being banded
- Jen directs to put in an RL6 for this if you find it happening when collecting.