

Laboratory Staff Meeting Minutes

October 30, 2019

11:15-11:45

Attendees: Jen, Carolyn, Lena, Adrienne, Amy, Laura S, Sally, Laura G, Erin, Jocelyn, Connie, David, Kim, Bayo, Holly

Recorder: Amy

1. PPE Use, Cellphone/Personal Electronic Device Usage

- Noticing a lot more regular PPE use – keep it up
- It is mandatory to use PPE – including gloves when working in the laboratory. This is set out in the Biosafety and Security Policies and Training.
- Training for Biosafety and Security is up in the LMS – please endeavor to complete it. Physical tours to complete the training will be done by Carolyn when a few people are ready and available.
- Cell phones are not to be used on the bench at all. If needing to keep on your person they must be disinfected after being touched and let the supervisor know you have to keep it on your person you may be entitled to an accommodation. Give lab contact number for emergency contact purposes rather than your cell phone.

2. Blood Bank Requisition

- History questions are not being completed.
- If you are to draw a patient and they are not completed please refer requisition back to nursing to complete prior to collecting sample.

3. Medipatient Arm Bands

- It has been noticed patients are not being banded still
- Jen has dealt with one RL6 about this and directed to the area manager. Jen will follow up again with Management team regarding banding patients

4. Fort Smith

- Reminder that Fort Smith is no longer performing blood bank in the LIS. Everything they do will be documented on paper and then faxed to Stanton for us to issue/record disposition etc electronically.
- Amy to address new process with all core staff individually.
- May see increase of phone calls for help from staff in Fort Smith for all disciplines.

5. Anti-A1 Testing

- Testing at Stanton for this will be discontinued when reagent expires in November
- Recommendation from Dynalife to discontinue testing
- Transfusion Committee agreed to discontinue.
- Any ABO discrepancy or need for this test will now be referred to CBS

6. Referral Samples/Coolers

- Coolers arriving later than they used to
- Triage referral samples – ensure ones that will time out get processed first
- If there is not enough time to get through all referral samples they can be put in the fridge to be processed next day
- It is recognized that there has been an increase in workload on the off hours and overall look at lab workload and processes is being considered and brought to management

7. 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
- Not entirely sure what that will look like and may see increase in phone calls next week about this. If results are missing etc or getting phone calls direct them to Jen

8. Jen not available weekend of 1-3rd November

- Contact Cynthia for management concerns
- Contact Chantelle for Supervisor issues