

Laboratory Staff Meeting Minutes

November 14, 2019

11:18 - 11:28

Attendees: Vivian, Holly, Connie, Sally, Soloman, Laura S, Adrienne, Bayo, Nicole, Chelsea, Chantelle

Recorder: Connie

1. Casual Leave Appointments

- Casual leave is for medical, dental, school authority, and legal appointments
- A reminder that Chiropractic appointments are not necessarily included as casual leave. They are if they are medically referred.
- Casual leave can be requested but not necessarily granted.
 - “Whenever it is necessary for an employee to attend upon his/her doctor, dentist, lawyer, or appointments with school authorities during working hours he/she **may** be granted casual leave for these purposes.”

2. Wearing PPE

- Continue to be aware of wearing appropriate PPE for your tasks

3. Cell Phone Use

- Reminder of cell phone use in the Lab. Carolyn and Jen spoke at the last staff meeting about the misappropriate use of cell phones in the Lab

4. Airport Emergency Exercise

- Stanton will be participating in the exercise on Nov 28.
- Updated Fan Out list is being sent out. Familiarize yourself with Fan Out protocol outlined on the sheet. Managers will only call the first 4 people in

the columns and it is up to you to continue to make further contact with others as indicated on the list

5. SDC reports / ECGs - Whitney

- Continue to send interim ECG reports to their designated location – we've received a lot of call regarding this issue, thinking the process has changed
- Wards want their reports sent via the pneumatic tube, which is done at least once a day usually by Lab Assistants

6. Bio Safety Officer

- Carolyn Russell is looking for someone to train as a relief Bio Safety Officer. Let Chantelle know if you are interested

Round Table:

Connie – I have put notes on reports forwarded to YPCC, FRAM, YPH etc, that I would like them to let me know if these reports are indeed printing to their locations. The reports have a "cc" to their location but we are not yet confident they are printing there. These new reports are being generated by the new Dynalife Epic system. If so, I can simply discard our copies instead of forwarding them on. Just send me an e-mail or let me know if you've had a response from anyone regarding this issue.

Amy – Bloodbank – when ordering Albumin etc., it always needs its' own accession number. Health Net Viewer overwrites information if you simply add to an existing order

Nicole – Bloodbank –remember that a waybill MUST accompany the bloodbank boxes being picked up by a courier, to be taken to the airlines. The courier is not responsible to check for the waybill. Stick the waybill to the box.