

Laboratory Staff Meeting Minutes

27 November 2019

11:18-12:00

Attendees: Jen, Elwood, Carolyn, Chelsea, Amy, kayla, Connie, Moses, Laura G. Adrienne, Sally, Whitney

Recorder: Amy

1. Epic/Beaker Upgrade

- Continues to be challenges but small improvements daily
- Patient demographics do not seem to be transmitting properly which is impacting the transmission of results
- Continue to expect phone calls.
- Patience is important. If receiving call which is angry or inappropriate remind caller of the harassment free workplace policy and identify to them their behavior is inappropriate and that you will hang up. Notify Supervisor of call so it may be recorded and addressed.

2. Cat B Shipping Boxes

- We have run out so must move to more robust shipping. So use Cat A box and convert it.
- When ordering supplies get orders in as soon as possible to avoid running out – write on the white board

3. SoftCom and Cancelling Tests

- Do not communicate by SoftCom regarding missing samples etc to other labs – they have requested for this
- If specimen is missing something or not received cancel the test or specimen
- You may phone to the other lab if you have time but this is not required.

4. Mock Code Orange

- Lab is somewhat involved
- May receive phone calls and we will be testing the emergency fan out list.

5. Overtime Lists

- Jen will be working out a policy/document with HR to determine how overtime will be handled to that it complies with the collective agreement and is equitable

6. PPE in the Lab

- Reminder to wear your PPE – gowns, gloves etc

- It is a requirement that it is used
 - Multiple reminders have been given – if seen not wearing appropriate PPE will have a 1 on 1 meeting with management
 - if there is an issue with the environment or the fit of the PPE let supervisor know so that it can be managed/fixed
 - Discussion about different gowns/coats for main lab due to the current blue gowns being very hot
7. Store Room Door
- Was unlocked – will be re-locked. Carolyn to look into if the time between swiping and it staying unlocked can be lengthened
8. Parties!
- Stanton Party is Dec 7th. Many people from lab are going
 - Lab Holiday Dinner at Therasas Dec 21st. No kids, pot luck, sign up on Tech II office door
9. Accreditation
- ROP's will be posted to MTS. Please read them
 - Will have more discussion next Wednesday at Staff meeting
10. Locker Room
- Elwood checked all the lockers at 630am in the mens change room and none were available.
 - Could hooks be installed in the break room for coats?
 - Carolyn to address lockers with Security and Access Group