

Laboratory Staff Meeting Minutes

December 04, 2019

11:16 - 11:35

Attendees: Holly, Connie, Sally, Theresa, David, Adrienne, Bayo, Nicole, Chelsea, Moses, Kayla, Amy, Jennifer

Recorder: Connie

1. Referral Reports

- There are still issues with receiving referral reports incurred with the AHS new Epic system roll-out
- Results are not reliably being sent to the EMR or HealthNet Viewer
- It is imperative that reports are resulted and distributed to their respective locations every day.

2. Accreditation

- Surveyors will be in the Lab Monday Dec 9th. Information is on the whiteboard by the Supervisor's office. They do not have Lab specific backgrounds but expect questions regarding location of material / documents you may need to refer to
- Be punctual, professional and be mindful of your PPE as this is an evaluation of our performance as a Lab
- Their report of our performance informs the NTHSSA of Lab / staff issues and makes recommendations on how to resolve them

3. Sick Leave

- The process by which you inform the Lab that you will not be coming to work because of illness is as follows:

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- Call main lab and inform a staff member that you will not be in, and they will in turn communicate your absence by writing it on the side of the fume hood
- Call your supervisor. If you have to leave a voice-mail, let Jen know you will not be in and what type of leave you are requesting

4. Casual Leave

- Work is being missed at exceptional rates
- Try to schedule your appointments outside your working day if possible
- Request for casual leave should be made well in advance of the requested date so that staffing arrangements can be made
- Concerns of requests being lost or misplaced if given to the Supervisor so far in advance was brought up and Jen will discuss the process with Chantelle to avoid this issue
- Recent requests of 2-3 days notice is not sufficient as shift schedules cannot be changed in such short notice
- Keep in mind this is a request, and management is not obligated to grant the time. Operational requirements must be taken into consideration

5. Early Payroll cut-off

- Due to the Christmas vacation there will be an early cut-off time for that time period.
- December 13th at noon is the cut-off for the final pay in December. The next payroll cut-off is in January

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6. YPCC Holiday Closure

- CEO approval has been given for the closure of the Yellowknife Primary Care Center during the Donny Day period from the 24th of December to January 1st.
- With extra MLA staff working at the hospital during this time, everyone is urged to complete mandatory training, especially the Privacy modules, during any downtime

Round Table:

Amy – Airport Emergency Exercise Update

- Stanton participated in the Code Orange exercise on Nov 28
- Lab involvement was minimal and it was said to have gone well
- 25 mock patients with varying degrees of injuries were processed
- Many procedures were found to be lacking
- Be prepared to think independently if the Code Orange situation arises before they have rectified the issues that were experienced

Using Blood Bank ID bands as identifiers is seen as an acceptable means of patient identification until the patient is registered into the MediPt system