

Laboratory Staff Meeting Minutes

January 22, 2020

11:15-12:00

Attendees: Laura G., Laura S., Theresa, Erin, Holly, Amy, Kayla, Moses, Solomon, Sally, Vivian, Jen

Recorder: Amy

1. Istat – Gas testing with CG4 cartridges

****** NOTE **** *this is on hold due to the Coronavirus outbreak (discussion and decision to put on hold occurred after lab meeting took place)***

- We will be discontinuing testing of gases on the IStat using CG4 cartridges.
- Gas testing will be performed on ABL 800 with the 90's as the backup
- Amy to enter LIS task to discontinue order codes.

2. Calling Critical Results to the Personal Communication Devices

- Some wards have requested we call critical results to nurse on the PCD's
- This is resulting in delay of reported critical.
- Jen has brought this up in the Management meeting – not appropriate for Lab to do this – biosafety hazard and don't have devices on the bench.
- Jen to head up working group about interfacing with the phones – but this will take time.
- If this occurs in the meantime please ask them to inform nurse to phone lab for critical or get nurse to come to the phone.
- If calling a critical and there is a delay because of this – email Jen with the Accession number and the time it took to relay the critical result.

3. New Biohazard Waste boxes

- In use now – must tape top and bottom – hold up to 16kgs

4. Hay River – sending things to

- Gif you are sending anything to Hay river do not send back in empty boxes via Materials management return.
- Can be packaged in empty box/cooler but then complete waybill and send via Buffalo at 3pm with Dynalife Shipment
- Mark waybill as collect.

5. TM Requisitions

- Need to be completed same as other requisitions – requires ordering physician
- Issue with obtaining requisitions for TM, being written on regular requisition etc
- Jen and Amy to put together memo to all staff regarding TM requirements, requisitions, issue of products etc
- Copy to be placed in Blood Bank for referral once sent

6. Medivac Staff

- Medivacs are staffed with EMT and RN's – Amy to update issuing procedures to include EMT in approved staff to issue blood with.

7. Prenatal – CBS reports

- Review requisitions when receiving – ensure physician on there, ordering location and codes
- Cross out address of clinic that is NOT the ordering location
- Reports have been going to YPCC instead of Frame lake because it is listed first in the list of clinics and being accessioned incorrectly down south when received. Crossing out YPCC when it is a Frame Lake ordering location will stop that problem hopefully.

8. Epic

- On going
- New NWT ordering codes will be issued – to hopefully mitigate the location issues

9. Requisitions

- If requisitions are incomplete
 - call to get information, record calls in Order entry
 - If processing with out – make a note in order entry comments of incompleteness/deficiency
 - Send back if it will not compromise patient care
- Project to update all requisitions across the territory to be consistent with user guides on completing them

10. Gowns/Lab Coats

- If you find something that is more appropriate to wear send to Jen to check if it will work according to standards
- Vivian to look at CSMLS Lab Safety standards about PPE for collecting/working lab and requirements for lab coats/gowns

11. Jen off Sick

- Jen will be off for 6-8 weeks at some point. Carolyn will be covering as supervisor

12. Staffing updates

- Whitney is going back to school and has accepted a TA to a relief position
- Kayla has accepted a TA as the Chem Tech II effective Feb 1st until contract end of July
- Chantelle has accepted a TA into Laurie's maternity leave

13. Jen Offsite Jan 27-30

- Carolyn to cover supervisor

14. Connie's Retirement

- Reception Friday at the Curling Club 5-8

15. SAM Implementation - Ordering

- Occurs Monday the 27th
- New process for ordering stock, submitting stuff like CSMLS for payment reimbursement etc
- Training is online
- Dynalife ordering process – no changes
- All other stock can be ordered through SAM by anyone
- Approvers are Jen, Laura Stevens, Cynthia
- Will be an adjustment for a little bit to get it sorted out