

Laboratory Staff Meeting Minutes

February 5, 2020

11:18-11:30

Attendees: Jen, Amy, Moses, David, Elwood, Bayo, Jocelyn, Sally

Recorder: Amy

1. Stool Samples

- Samples for Culture and O & P are to be refrigerated
- Signage is old – to be updated

2. Blood Bank

- Ensure fridge temperature charts or placed on the fridge and freezer on the freezer.
- Twice freezer charts put on fridges and used so people marking temperature incorrectly on chart
- When receiving items it is part of Standards to write in time and date of receipt. This is how we know product was received in appropriate time period and its recorded. This is more important than taking the temperature of the units. Missed a few times lately.

3. Recruitment

- Update to Job descriptions occurring – no major changes to current positions
- Postings for unfilled Core jobs to go up soon

4. Unpacking Coolers

- Specimens are being missed in coolers – 3 RL6 reports in the last little while
- Ensure when unpacking take everything out of cooler, including unwrapping ice packs etc to ensure no samples are left
- Place empty sticker and initial with date

5. Outpatient collections in ER on weekend

- Not appropriate
- Jen to take issue to CPAC.
- If outpatient needs timed collection on the weekend that can be pre-arranged and physicians are to call lab

6. Reminder

- It is a high stress and busy time for everyone. Just a reminder to all be kind and show compassion to your coworkers and the team