

## Laboratory Staff Meeting Minutes

February 26, 2020

11:15-11:45

Attendees: Laura G., Erin, Amy, Kayla, Moses, Solomon, Vivian, Jen, Chelsea, Theresa, Kirsten Berg.

Recorder: Amy

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### 1. Staffing Concerns

- Follow-up from previous meeting regarding staffing concerns from staff – lack of availability and shortages.
- Jen discussed the concerns raised with Kirsten and Kim Riles
- Job Descriptions have been signed off and have gone to Job evaluation
- 1 core lab vacancy to be posted, 1 to be filled with the return of Adrienne
- 1 Casual MLA to be hired – starting April 1<sup>st</sup>
- This will hopefully remediate some of the issues with core staff coverage to the specimen processing area

### 2. CBS Reports

- MLA's please continue to look at the requisitions and cross off the address of the wrong ordering location on the requisition – i.e. if ordering location is frame lake cross off YPCC on electronically generated requisitions which list both locations
- Core Staff – CBS reports which have been sent to YPCC and not Frame lake should now be entered in the RL6 system. Amy has sent email as to what section to enter these.
- Amy no longer needs to get a copy.

### 3. Sending Blood in the Morning

- Paperwork placed on the side of the biohazard cabinet was almost missed.
- Some people prefer it being left by the accessioning computer
- No set spot currently being used
- Core lab technologists to decide/discuss best spot that will be noticed by all – suggestions are the biohazard cabinet/folder by the tube/by the accessioning computer

### 4. HBA1c's from communities

- If community sends two Lavender tubes – do not accession as and EXTL. Just place the Hba1c label on one and the CBC label with the HbA1c crossed off on the second tube.