

## Laboratory Staff Meeting Minutes

March 4, 2020

11:00-11:35

Attendees: Jen, Kayla, Carolyn, Amy, David, Laura S., Solomon, Moses, Bayo, Kim, Pearl, Joanne

Recorder: Amy

### 1. Call Phones

- Please do not turn off or turn down the volume on the call phones
- On March 1<sup>st</sup> the PCC could not phone as both phones were off.

### 2. Front Specimen Accessioning Fridge

- Ensure fan is not blocked.
- Fridge alarmed and temperature was affected by a blocked fan
- Temperature of this fridge and freezer are still not being done daily per February temperature logs. It is the Assistants duty on the weekdays and the core staff on the weekend to check and record temperatures.

### 3. PPE - Reminders

- Jen has spoken to staff individually when noting a lack of PPE recently
- PPE is not optional
- Personal electronic devices if carried on person should be kept in your pocket.
- Reminder of 5 steps to putting on/off PPE

ON	OFF
1. Hand Hygiene	1. Gloves
2. Gown	2. Down
3. Mask	3. Hand hygiene
4. Eye protection	4. Mask/eye protection
5. Gloves	5. Hand hygiene

### 4. COVID-19 Updates

- Preparations are underway in case of pandemic – no known cases in NWT or AB at this time
- Ensure biosafety and Infection control training is up to date
- Source of Info is the Office of the Chief Health Officer of the NWT – updates and information found on the NTHSSA website
- Information will be in your email – please check it often
- There is a phone call for questions being set up – information in emails

### 5. Biosafety Concerns

- Twice in past week specimens were sent in the tube where the bag was not sealed
- Please do RL6 report when anything like this occurs
- Another incident recently occurred with unlabeled specimen being sent to lab. Specimen discarded. Ward was not happy about this. RL6 is important to track these so there is a record of the error for process improvement.

#### **6. Contact Precaution Signage**

- This past weekend several rooms on medicine had hand written signage stating contact precautions
- This is not appropriate
- If this occurs ask nursing to clarify which type of contact precautions the patient is on
- complete an RL6 once returning to the lab