

Laboratory Staff Meeting Minutes

March 11, 2020

11:15-11:50

Attendees: Jen, Kayla, Carolyn, Amy, David, Laura S., Solomon, Moses, Bayo, Vivian, Chelsea, Elwood

Recorder: Amy

1. Activity Board

- Specific places for timed collections, events, etc
- Jen to have meeting with Lab Asst team for this.

2. Viral Orders & RSV

- Deferred as staff member not present

3. Fax Audits

- Jen has performed fax confirmation audit on both fax machines
- Numbers which did not respond were removed from the fax address book
- There is a zero tolerance policy on faxing patient information incorrectly
- If a number is not in the address book – fax confirmation will have to be sent in order to send a fax to that number. If fax confirmation is received back it can be submitted to jen to be programmed into the fax for future use.

4. PPE - Reminders

- PPE and hand hygiene audits will be taking place weekly.
- Reminder from last meeting about PPE
- If anyone has alternate PPE they would like for the lab send to Jen – it will be forwarded to see if follows biosafety requirements (i.e. lab coats etc)
- If the floors do not have the appropriate PPE when you go to collect a patient (i.e. your mask type) – fill out an RL6 report for each patient you require it for.

5. COVID-19 Updates

- WHO has declared a pandemic – no known cases in NWT at this time
- New information manual has been created and is located by the board by the bathroom
- Normal sample is a nasopharyngeal swab in UTM – order as VIRC
- If patient has a productive cough plus symptoms they will also send a sputum in an orange top. – Order as MISC
- Information will be in your email – please check it often

- AHS will automatically be adding COVID-19 testing to any VIRC originating from the ER & inpatients with a diagnosis of influenza like symptoms.
- May be seeing substitutions of PPE such as different gloves etc as supplies are fluid.
- Clinics have been sending samples not Cat B packed – Carolyn has been giving clinics information on packing samples appropriately – clinics and health centres will be receiving Cat B boxes that resemble our Cat A ones. They are reusable – empty them and resend them back to the originating clinic/Health centre
- Accession all nasopharyngeal swabs coming through Stanton from any site/clinic/health centre even if we normally wouldn't.
- Screening for COVID-19 is being set up at Public Health currently BUT this may change so keep on top of emails for information – fluid situation

6. Packing Slips – receiving supplies

- Jen no longer needs these.
- Confirm all items are received on the slip then place slip into Materials management mail slot to be returned to them
- For Blood Bank reagents – take a copy of the slip and place in monthly round up folder
- Formalin should no longer be delivered to the lab – if needed it is ordered from stores if other wards call to ask.