

Laboratory Staff Meeting Minutes

March 18, 2020

11:16-11:33

Attendees: Jen, Kayla, Amy, David, Laura S., Moses, Bayo, Elwood, Holly, Theresa
Recorder: Amy

1. COVID-19 Updates

- Uniform policy will be strictly implemented. Staff are to change into uniforms in locker room here at the hospital and change out when going home.
- Lockers downstairs will be unlocked and are for shift use only.
- Question regarding evening staff and lockers if they are mass unlocking them at a specific time– Jen will bring up at her next admin huddle.
- Staff doors will no longer be used. Staff are to enter and exit through Main doors or ER door. Main door preferable. Main door will be open 24/7
- Staff will be screened – get a sticker and that is good for the day – if you are in and out just show your sticker

2. Viral Orders & RSV

- Received sample with VIRC but no RSV ordered.
- If it is a child less than 2 years of age perform RSV if a VIRC is ordered even if not explicitly stated on requisition.

3. Vaccinations

- Staff clinic to get influenza and pertussis vaccinations will be set up.

4. Weekly Inventory

- Question – Can someone be assigned a duty of performing a weekly inventory as we have been running out of supplies
- It is everyone's job to monitor stock make sure you are looking at amount of inventory and expiry dates when you utilize or take out more stock.
- Place on the "to be ordered board" on Tech II office door or order in SAM if needed. Everyone has the capability to order through SAM
- There is a cheat sheet made up for the lab as well as many tips/guides online

5. Lab Hours of Operation

- Lab outpatient collections at the hospital have been expanded to 2000