

Laboratory Staff Meeting Minutes

April 8, 2020

11:17-11:45

Attendees: Carolyn, Cynthia, Laura G., Kayla, Holly, Solomon, Laura S., Adrienne, Moses, Theresa, Amy, Erin, Ashley, Jocelyn, David

Recorder: Amy

1. Supervisory Changes

- Carolyn will be acting as supervisor
- Cynthia is acting manager for Jennifer until her return

2. Physical Distancing

- Check your email regarding physical distancing
- If someone reminds you that you are not practicing or are not far enough apart – take as constructive feedback and take a step back
- If reminders are having to happen frequently it may lead to disciplinary action
- Difficult when training etc. and performing some job duties – try as best as you can when possible

3. Ordering process for inventory

- The large white board has been converted for inventory management purposes as well as the boards on the Tech II office door.
- Reagent and parts – please place on Tech II door
- General lab supplies place on large white board
- Please wipe off item when received from ordered side of boards

4. Box from Inuvik

- When received – fax back paper to Inuvik with initials and time/date of receipt

5. Audits of hand hygiene and PPE use

- Will be happening

6. Dynalife supplies

- Carolyn will be ordering – let her know

7. GeneExpert – COVID testing

- We will be receiving this platform for testing – will receive instruments and a validation protocol and positive and negative samples
- We will be running and reporting here at Stanton
- Process and protocol in the works for what will be tested.

8. Weekend schedule?

- Remains the same as of right now

9. Blood work on Covid outpatient

- One patient was collected the other day
- Process is in works
- Collected using the DI exam room across from outpatient in the hall

10. Pandemic Planning – Change

- Medicine has some rooms set up as double bed rooms to see how they would work in the future if needed.
- Carolyn can bring staff up to look to give feedback on these (i.e. things moved around etc)

11. Core Only

• Blood Bank

- Shipping of blood to Inuvik and Fort Smith has been impacted.
- No flights to Fort Smith – Blood must be sent through Hay river which will forward to Smith the following day. Process will be emailed out and is posted on the waybill folder
- Inuvik – Canadian north flying Tuesday and Sat only from YK to Inuvik. Charter planes may be used. Process is still being worked out for this.