

Laboratory Staff Meeting Minutes

April 15, 2020

11:16-11:35

Attendees: Carolyn, Cynthia, Laura G., Kayla, Holly, Laura S., Adrienne, Moses, Amy, David, Kim, Jessie, Bayo

Recorder: Amy

1. CAP Samples

- When receiving please look at paperwork for location information – we are receiving ones for Inuvik and Fort Smith as well. These need to be forwarded to them as soon as possible after arrival at Stanton. Incident occurred where one for Fort Smith which sat at Stanton and was not forwarded until it was expired as tech II's were off on leave.
- Reminder to take temperatures and record when received on paperwork so if new samples need to be ordered they can be
- Do not just throw everything on the Tech II desk. CAPs are everyone's responsibility

2. Phone calls from patients about receiving Reqs.

- Many calls are coming in from patients asking if clinics have faxed reqs, lab hours, if safe to come in. which is very disruptive to staff work
- For now - Forward any calls to extension 46673 – clerks
- Cynthia and Carolyn to troubleshoot what fax they are going to and communicate to clinics where to fax, proper number to phone etc.

3. Glucometers

- We will be receiving new glucometers for validation soon.

4. Gene Experts

- Shipping this week.

5. Tech's collecting blood

- Suggestion to management that in meetings regarding covid that perhaps nursing should be collecting more and not the technologists in order to lessen exposure to the technologists.

6. Welcome to Jessie!

- Jessie is back with us as a lab assistant

7. Accessioning Fridge/Sample drop off fridge

- The fridge is not closing properly – ensure you shut it all the way when opening

- Carolyn to put in a ticket

8. Centrifuges

- More balance tubes have been placed
- It's been noticed that sometimes centrifuges are not balanced properly
- It is important tubes are balanced appropriately to ensure samples are spun correctly. Some assays can be affected such as coag and liver enzymes if samples are not spun properly and platelets remain in the plasma