Laboratory Staff Meeting Minutes
May 13, 2020
11:15-11:33

Attendees: Jen, Carolyn, Amy, Ashley, Sarah, Bayo, David, Jocelyn, Theresa, Adrienne, Moses, Laura S., Solomon, Laura G., Whitney
Recorder: Amy

1. **BNP Testing**
   - Ortho is discontinuing the currently formulation of the testing we perform at Stanton
   - When they run out of the current reagent we will also cease performing the test
   - Will occur in the summer likely.
2. **Blood Cultures**
   - It is the responsibility of whomever receives the blood cultures in the lab to accession and place the blood culture bottles into the Bactec in Microbiology
   - This should be done as soon as possible to capture any of the growth curve for bacteria within the sample.
3. **630 Lab Assistant**
   - 630 Lab asst. to accession for wards and then go up on rounds with the 7am L.A, Core tech and Micro tech.
   - Stat samples at 630 can be accessioned by the 630 technologist
   - If needed the technologist can ask one someone to stay down
   - Please give feedback if the core technologist is finding that there is too much to cover while others are on rounds
   - Flexibility is key!
4. **Jen Updates**
   - Jen is back but on desk duty for now
   - Carolyn will continue to support Jen
5. **Staffing Updates**
   - Competition closed on may 1st. Lots of candidates to interview for 2 positions
   - Job evaluations have come back for Technical Supervisor for the Lab Assistant area – this will be posted soon

- Current Supervisor position will be transitioned to a Technical Supervisor for Core Lab only position.

6. **Mandatory training**
   - Lab is doing will with mandatory training completion
   - We have 6 courses/certifications which are at 100% of staff completed
   - Carolyn can train/sign off Fire training, Glucometer training, Biological Safety training – please do this as soon as possible
   - If a course is pending in your LMS which is showing as completed in myHR – take a screen shot and send to Carolyn to sign off in LMS
   - Try to focus on items with a red star in your LMS training to get done first.

7. **Round Table**
   - Nothing