

Laboratory Staff Meeting Minutes

May 27, 2020

10:20-10:50

Attendees: Jen, Carolyn, Amy, David, Jocelyn, Kayla, Adrienne, Erin, Sally, Laura S., Laura G., Elwood, Pearl

Recorder: Amy

1. Jobs

- a) Laura Stevens is the Territorial Technical Supervisor for Microbiology
 - She will be taking care of the schedule, payroll etc. now as well as being the microbiology specialist
 - Congratulations Laura!
- b) Technical Supervisor for Core Lab job evaluation has come back and will be posted soon for those who may be interested

2. Pending Reports

- Stanton samples are being missed and found at the end of the day
- Sample was missed on the weekend and was found after the time it would be viable to be run.
- Every shift is responsible for doing a pending report to ensure that tests scheduled for that day are accounted for
- The pending report is different than the resulting work list
- If you are unsure about pulling a pending see a tech II or Theresa or Erin.

3. Calling in Sick

- a) You can call or text Jen or Carolyn
- b) You must tell them what kind of leave you are taking.
- c) You must call the main lab to notify you will not be in. Name will be written on the board that person will not be in but no need to write on why they are not in.
- d) If it is a Lab assistant who will not be in – call Chelsea to see if she can cover – do not need to call Carolyn or Jen for this coverage.
- e) If the missing person will require Overtime of someone else to cover or if it cannot wait until Jen or Carolyn are in to find the coverage then call them at home for approval. If it is Microbiology call Laura S.

4. Extra Tubes being collected

- Please do not collect extra tubes routinely for patients during rounds.
- Legally we cannot collect extra blood for testing which is not ordered.

- Exceptions may be made if trauma situation or patient is an extremely difficult collection.
- Patient consent is required to collect extra tubes.

5. Cancelling Samples/ stuff from other Lab sites

- a) It is not up to us to track down the shipments from the other sites
- b) It is also not up to us to call the other lab sites when we cancel a test that was sent by them to us.
- c) A cancellation report is sent to the ordering practitioner and they can reorder the testing if desired.
- d) LIS will be working on a cancelled test report that will print off to the sites and they can deal with the cancellations as they see fit

6. Front end – where does stuff go??

- a) Confusion as to where stuff should be put – ie samples etc
- b) Jocelyn will update the fridge and freezer signage
 - Small fridge by the tube – samples to be accessioned/processed
 - Small fridge over the small freezer – samples to get sent out
 - Micro samples – in the sliding door Sanyo fridge at the top.