

Laboratory Staff Meeting Minutes

June 3, 2020

11:15-11:45

Attendees: Jen, Amy, Sally, Laura S, Laura G, Vivian, Pearl, Theresa, Adrienne, Elwood, Kim, Moses, Sarah, Solomon

Recorder: Amy

1. Weekend Testing

- Issues with ordering special chemistry testing on samples on weekend when we do not run the tests.
- Causing a lot of administrative issues with samples – samples running TSH for example when we haven't run QC etc.
- For month of June run all testing on Saturday and Sunday for a trial period. Run everything on day shift. On call will still be stat testing only.

2. Fax Speed Dial Numbers/Fax Verification

- Some numbers were deleted due to them not returning verifications
- If you need to fax something send a Fax verification to them – when received back the site can be then re-entered into the speed dial
- Give returned form to Jen for entry

3. Stat Samples – Notification to Core

- Reminder to mention to technologists if dropping off a stat or putting in to spin.
- Get acknowledgement from the tech that they heard you

4. Infectious disease referral samples

- Ensure if sending a sample out for confirmation of an infectious reportable disease to Prov Lab the cc is added to HPU1
- See chemistry job aid for more instruction

5. Package Insert Binder

- Place inserts for new reagents, QC etc in the package insert binder
- It has been moved to the Urinalysis bnech with the other general core binders

6. Single day requests for month of June

- Submit to Jen for Core and Specimen Control
- Submit to Laura for Micro
- Requests are sent up for Georgina the COO for approval

7. Vacation requests – round 2

- Per Jen's email – she is accepting 2nd round of requests for the period of July-September.
- Please submit by 5pm on Friday June 5th.
- Strongly suggest to staff to take a bit of time off in case of second wave concerns for the fall – may see vacation denials again

8. Microsoft Teams

- Email from bearnet regarding launch of this
- Helpful for those who work collaboratively with others for meetings etc
- Training available online for signup