

## Laboratory Staff Meeting Minutes

June 17, 2020

11:15-11:45

Attendees: Jen, Carolyn, Amy, Laura S, Laura G, Theresa, Adrienne, Elwood, Kim, Sarah, Solomon, Jessie, David, Kayla, Sally

Recorder: Amy

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### 1. Filling the Fax machine/printer

- Please fill as you use it – everyone’s responsibility
- Please also address any errors – do not leave them for others
- Xerox contact information posted on wall

### 2. Clinic COVID samples

- Samples from YPCC and FL have been mixed with other samples
- They should not be – Carolyn will address this with clinics

### 3. Blood Collections – Chemo/Dialysis, ER, ICU, ECU

- Confusion regarding collections in these wards – they should be doing their own draws to conserve PPE and limit exposure.
- If it is a difficult draw or outside of routine testing performed at Stanton then they are to phone lab for advice and/or collection.
- Brought up that ER has concerns about collection of babies other difficult collections – do they try first or just call lab?
- Requisitions are not being noted if patient on Isolation
- Jen will address this at the Managers meeting Thursday and follow up to lab staff with an email

### 4. COVID Antibody testing

- Will be performing Anti-COVID2 testing at Stanton
- Testing does not replace swab testing
- Currently no consensus on how this test will be used clinically
- It is an IgG and IgM test
- Validation of it will be coming up.

### 5. Vanco Samples

- Noticed in Instructions for use – samples are to be protected from light. Please start doing this for these samples.

### 6. Smear Reviews

- Couple incidents where smear review was required but not performed – please pay mind to requirements for smear reviews etc.

- If smear reviews aren't performed when they should be it is a possible performance issue and should be brought to the attention of Carolyn or Jen

### **7. Non-medical Face Masks**

- We are encouraged to wear non-medical face masks in situations where you cannot physically distance
- They will not be supplied by the employer and are not mandatory
- If you have feedback on why you do not want to wear one and are comfortable sharing with management please speak with Jen

### **8. Community Samples**

- Inquiry about communities we do routine blood work on in the Sahtu region – all but Norman Wells

### **9. Contact Tracing – Screening**

- New sign-in log during screening is about Contact tracing so it is known who was in the building at specific dates.

### **10. Travel outside of Territory**

- If you are planning travel outside of the NWT you must speak with Jen prior to leave in order to start process so you may return to work when returning.

### **11. Supply ordering**

- New lists for inventory and ordering.
- Different lists have different ordering days
- Issue with stores not rotating stock appropriately for Preg. Kits – Carolyn to address with Stores
- Reminder that anyone can order in SAM – there is online training.

### **12. UTM Media**

- Email regarding shortage sent on June 16<sup>th</sup> from Laura – please read
- Routine COVID testing – use Aptima swab
- Rapid COVID testing – e-swab
- Non respiratory virus/mycoplasma/ureaplasma - UTM

### **13. Collections on Wards**

- Reminder to not leave requisitions at nursing desk any longer. Process is now to keep on your cart

### **14. Pneumatic Tube**

- If you are unsure about how to use the tube – speak with someone to learn.

- Cheat sheet about the tube can be found in the Green binder kept in Urinalysis area. Also had other items such as placing a dexterra ticket etc.

**15. Job Postings**

- 2 postings are up – will be up for 30 days, it is full competition.