

Laboratory Staff Meeting Minutes

10 June 2020

11:17-11:55

Attendees: Sarah.S, Jocelyn, Joanne, Kayla, Laura.S, Adrienne, Kim, Amy, Jen, Erin, Elwood, Solomon, David, Moses

Recorder: Amy

1. Dynalife pour off tubes – Please only use them for Dynalife send outs, they will only give us as many as we are sending out.
2. Lab Coat Pockets – Please do not put samples in the pockets of lab coats, a urine sample was found in a lab coat by laundry.
3. ABL837 – please keep the machine running as if it is working, run the QC and perform maintenance.
 - a. The new analyzer was shipped last week, should be here shortly.
4. MLA break times:
 - a. There is a 1 hour period in the evenings where there is no lab assistant coverage in the lab.
 - b. Set breaks were implemented with new shifts.
 - c. Concern with assigned break times for both teams.
 - d. Reminder:
 - i. Two 15 minute and one 30 minute break – breaks may not be combined.
5. CAP Samples:
 - a. They are not being received properly – must include date, time, temperature, and the initials of the person receiving them.
 - b. Anyone can do this.
 - c. Please leave any paper work on one of the Tech 2's desks.
6. Performance Evaluation – please complete the self-evaluation before the scheduled meeting, Jen cannot do her part of the evaluation until this is done.
7. ECU Patients:
 - a. They have received special permissions to use the outdoor space by the cafeteria.
 - b. They will have scheduled time to use the area during low traffic times to help them avoid interaction with other individuals.
 - c. They have been given special permissions to use tobacco and cannabis products while in that outdoor space.
8. Accreditation:
 - a. Link to the survey was embedded in an email dated June 2/2020, you can also find it on the our NTHSSA website.
 - b. This was the best accreditation score seen; there were very few high priority deficiencies. Congratulations to all!

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9. Screening issues – the screeners are not letting patients come through to outpatients to drop of samples.
 - a. There have been incidents where time sensitive samples have been dropped off to the main lab without specifying that they were time sensitive samples.
 - b. Jen will bring this up at the managers meeting. As patients should be bringing their sample to the lab outpatients.
10. Use of personal cloth masks:
 - a. This is not mandatory, but is suggested.
 - b. This is being supported for use in the workplace, but is not provided by the employer.
 - c. If you decide to use them, they must be removed to don medical grade supplied PPE for patients on precautions.
11. Outpatient Collections – clients inquiring as to why staff members who are collecting their blood are not wearing masks (happening quite often).
 - a. Employer has not yet made it mandatory to wear masks.
 - b. Public is getting mixed messages due to OCPHO recommending to wear them in the community.
12. Sick Calls – what is the process to replace/cover sick calls for MLA's?
 - a. 1st step is to call Chelsea – she is N/A on the schedule because she is not available to be scheduled but can be call in when needed.
 - b. After that, contact Jen to authorize OT.
 - c. Chelsea is the only relief staff at this moment.
13. Rapid COVID – rapid COVID was supposed to come from Inuvik on Monday, it was written on the board and Micro was informed but it was still missed.
 - a. Inuvik will be putting a yellow sticker on the biohazard bag containing the sample and calling to notify Micro that it is coming.
 - b. If the Inuvik task list is still on the board then the sample has not yet been received.
14. Micro Weekends – starting in July, Micro will have one tech in 0700-1500 and one in 0800-1600 on the weekends. Only one Micro tech will be going for morning rounds collections on the weekends.
15. Job postings – they will be up soon for supervisors for both Core and Specimen Control.

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- a. All interviews for the 3 core Technologist positions have been completed, all that's left is reference checks.
16. Blood Bank
- a. Reminder that flights have increased. See email from Amy. More direct flights to FS Monday, wed, fri for blood but can be sent via Hay River on alternate days.
 - b. A column has been added to temperature charts for checking that the round paper charts are working on a daily basis – this is a standard
 - c. Memo was sent on update to paper reports and issued products – change to how it looks on the report.