

## Laboratory Staff Meeting Minutes

June 24, 2020

12:15

Present: Jennifer, Laura S, Amy, Erin, Bayo, Jocelyn, Joanne, Sarah, Whitney, Laura G, Moses, Sally and David

1. Missing urine tests from lab outpatients (Pearl):
  - Was written on agenda by Pearl who was not present
  - Will discuss when Pearl is at meeting
  - Agenda had "at least 4 missed last week" written on it. Joanne and Jocelyn think she is referring to kits
  
2. Requisitions not on tray vs desk (Joanne):
  - Some people are leaving req. on tray during collections and some are putting on the desk
  - We had decided it would be on the desk previously
  - Jennifer has concerns about leaving req. on desk as we do not have control over the paper
  - Joanne asked if the desks can have a folder
  - Whitney suggested leaving the req. on the cart and leave the cart in the hall
  - Jennifer met with Theresa yesterday to discuss this
  - Jennifer asked if Joanne and Whitney would meet with Theresa and come up with a plan for morning rounds
  - This plan will be trialed by everyone and everyone will do the same thing and we will see how it goes after a month
  
3. Expectations of microbiology team (Jennifer):
  - After our last meeting there were questions about micro doing duties such as opening the pneumatic tube in the core lab and answering the core lab phone
  - What are microbiology staff expected to do:
    - Microbiology will not answer the phone in the core lab and specimen control area as they do not know the answers to the questions being asked which causes delays for the caller and for the microbiology staff answering the call. The phones redirection will include microbiology so that calls for them will go to the microbiology lab.
    - Microbiology will not attend to the pneumatic tube. They will not silence it or open it up. In the past when they opened the pneumatic tube and did not know what to do with the specimens

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and asked for guidance from the core lab staff they were met with resistance.

- All staff will send down tubes collected on morning rounds in the pneumatic tube.

#### 4. Overtime requests:

- OT requests need preapproval. Jennifer will not approve OT if it was not preapproved
- If you don't take a break, this does not automatically qualify for OT, simply staying late does not qualify. Need preapproval from PCC or manager/supervisor
- Jennifer will come speak to staff to ask about unapproved requests but they will not be paid out until she has this conversation with you

#### 5. Communities sending too many tubes (Joanne):

- Joanne says we get a lot of tubes from the communities and wonders if we can talk to them and tell them if the test they want is on a Stanton req. they do need to send so many tubes.
- Jennifer says there is a territorial manager for communities and the technical supervisor for specimen receiving will be able to deal with this
- Jennifer will send an email to Ryan Hewlett about this
- Communities are also sending the empty tubes after they have been centrifuged

#### 6. Summer BBQ (Amy):

- Summer BBQ and Sally's going away party is this Saturday at Amy's house
- There is a signup sheet on the BSC in the core lab
- If it is raining it will be cancelled due to COVID rules
- Amy also has a collection for Holly in her desk

#### 7. MLA meeting Friday (Jennifer):

- Jennifer has a MLA meeting this Friday. Please try to come
- Will be finalizing shift duties and schedule break times
- Jennifer reminds us we get 2 x 15 min breaks and 1 x 30 minute lunch

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### 8. Summer vacation (Jennifer):

- Original message was 2 weeks and then could apply for more but now it all has to go to Georgina for approval and it was determined that lab staff only get 2 full weeks in total. If you want to add additional days to this 2 week block (for weekends) this needs to be a separate request
- If you want more than the 2 weeks, you will be denied
- Jennifer will change the 2 weeks that have been asked for if it is available
- Jennifer approves all vacation then goes to the director and then to Georgina
- If you haven't put in time yet, you still can
- Long stretches of time get priority over single days
- Want to make sure everyone gets time off over the summer as expecting the situation to be worse in the fall and everyone will need to be here

### 9. Summer leave and leaving the Territory (Jennifer):

- The employee needs to make a self-isolation plan through Protect NWT
- If you leave Canada, you will not be able to come right back to work, will need to isolate for 14 days
- If travelling in Canada, you might not be able to return. Depends on where you are going and the COVID situation at that time. This will constantly change
- We will be eligible for an exemption but where you went will impact coming back to work
- Will need to see Erin Wyman when get back the first day before report to work. She will order testing
- If you need to isolate when you come back you will need to use your own leave
- Can go to Nunavut, we have a travel bubble with them
- There will be an email coming out but it will be for all GNWT employees and not specifically us since we are eligible for exceptions depending on the situation
- File your self-isolation plan in advance

### 10. STAT code for June 21:

- Sunday June 21 is eligible for STAT pay but Monday is not