

Laboratory Staff Meeting Minutes

08 July, 2020

11:17-11:32

Present: Jennifer, Sally, Laura, Moses, Solomon, David, Erin, Elwood, Pearl, Sarah, Adrienne

1. Category B Packaging
 - a. It was requested for the laboratory to transition to the STP200 boxes rather than the boxes we have to build
 - b. Jennifer to follow up with Carolyn to ensure that this is acceptable
2. Coolers on Weekend
 - a. Deferred as Kayla was not in attendance
3. ACL Maintenance
 - a. Deferred as Kayla was not in attendance
4. Accessioning of AFB Samples
 - a. Reminder when accessioning patient samples for MRAFB that all required specimen information is completed
 - b. Incident last week in which the receiving individual only entered "Unknown" on each line and the sample was rejected by Alberta Provincial Laboratory
 - c. The resulted in a delay in patient care and the patient having to recollect these samples
 - d. Jennifer to follow up with the individual directly
5. -70 Freezer Back in Service
 - a. The replacement -70 Freezer has been received and is back in service
 - b. Microbiology to move out of the core lab -20 freezer
 - c. The new -20 freezer will be placed where the old REVCO freezer is once Facilities Services installs the new drawers
 - d. If the old REVCO freezer is no longer needed after COVID it will be retired
 - e. The new freezer was purchased to store the Spartan BioCube reagents – Health Canada approval for these devices has been recalled and they are limited to research only at this time.
6. Performance Documents
 - a. All 19-20 ePerformance documents have been completed for staff
 - b. If you have not done so already please acknowledge your document – Jennifer sent out an email yesterday to all staff whom still need to acknowledge their documents.
 - c. 20-21 documents are now available in PeopleSoft, staff may begin identifying their objectives, learning goals and General Competencies.

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- d. For Core Lab and Specimen Control these will be driven by the new supervisors when they begin in their roles.
7. Attendance and Sick Leave
- a. A number of questions have come up about staff attendance during performance appraisals
 - b. Jennifer reminded staff that there is a Sick Leave guideline that is applied to laboratory staff that indicates that employees in excess of 65 hours of sick leave are flagged for attendance management
 - c. Jennifer does use this guideline when addressing attendance with staff members however, these are private matters between the employee and the supervisor/manager and will not be disclosed to other staff members
 - d. Staff are also reminded that the GNWT does not have short term disability and if you find yourself without sufficient sick leave credits to cover the 13 week waiting period to access long term disability this time will be without pay
 - e. Staff are also reminded about the duty to accommodate policy and legal obligations for accommodation under the charter of human rights.
8. Lab Staffing
- a. Carolyn and Jennifer will continue to work together to address laboratory staffing concerns such as absences and coverage.
 - b. As Jennifer is quite busy with hiring and COVID proposals she may direct you to Carolyn for resolution of the concern.