

Laboratory Staff Meeting Minutes

July 22, 2020

11:15-11:450

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

Recorder: Amy

1. Coolers on the Weekend

- Coolers arriving afterhours on weekends.
- Staff should not be called in unless they contain Stat samples.
- Sending site is to call PCC to make aware so PCC can call in staff when cooler arrives
- Only responsible for running the stat samples

2. ACL maintenance

- Email send by Kayla last week regarding schedule for performing ACL maintenance – also posted on the heme bench
- Some feedback has been received about performing on 0630 shift – seems to work

3. Actim Partus QC

- Laboratory will begin to perform QC for this test performed up on OBS
- Will be performing a positive and negative control for each box of tests
- Procedures are found on our NTHSSA
- Lots will be received into TQC and QC results entered there
- Not live yet

4. Rapid COVID testing

- Only performed during regular Micro working hours
- If needed outside of hours – special request must go through PCC and then management to authorize

5. UTM

- Email sent regarding types of UTM – please read
- Clarification:
 - Flat bottom UTM is for Mycoplasma and Ureaplasma only
 - Cone Bottom UTM is for COVID, Respiratory viruses, any other viruses

6. Uncontrolled Lab Documents

- Please do not share with outside people – they are for in lab use only

- All policies and procedures will be put on our NTHSSA after going through the document control process.
- Anything not on there should not be shared.

7. ECG Process

- Small change – inpatient paper copies returned with interpretation from Dynalife will now be forwarded to the ordering patient care area

8. Feedback for the Lab

- Jen received an email with very positive feedback for laboratory staff – she will share with the staff through email
- Thank you for all the hard work through all the covid and staffing challenges and remaining helpful and professional

9. Albumin – Issuing

- Please only issue one vial at a time of Albumin – unless they are hanging more at the same time or ICU for overnight issuing.
- Each vial requires a requisition.
- A memo will be drafted to send to wards and a reminder to PCC's regarding overnight sign out

10. CBS Reports

- Requisitions for Prenatal testing generated by EMR have both YPCC and Frame Lake clinic information. Paper reports returning from CBS often have the wrong clinic as the location – however it has been determined that Frame Lake and YPCC are “one” location in EMR and therefore it is not a privacy breach
- No longer need to do an RL6 for this or send a separate copy to the ordering clinic if it was received at the other clinic on the paper report CC
- Email sent to clarify to staff

11. Request for reminder memo to floors

- Wards are using medipatient stickers with the incorrect patient ward on requisitions
- Dr first names are not included on requisitions, last names are incorrectly spelled
- There was a note in the email communication regarding the Dr codes to not use the medipatient sticker.

12. Blood Bank Transfer Invoice

- Memo sent – go live with change Thursday July 23rd
- Chart added to be filled out upon receipt of shipment