

## 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

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### 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. Results going to MDC/Chemo**

- Continue to receive reports back from MDC with notes saying should go to Chemo
- Medipatient stays are MDC
- Chemo is not a ward currently in ADT
- LIS uploads location from ADT – so we cannot change the ward
- Will continue to be an issue until ADT changed – it has been brought to Nursing manager.

#### **11. 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

#### **12. 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.

**13. Blood Bank Transfer Invoice**

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