

## Laboratory Staff Meeting Minutes

August 5, 2020

11:15-11:45

Attendees: Jen, Amy, Moses, Solomon, Bayo, Erin, David, Theresa, Laura G.,  
Jocelyn, Elwood, Jessie

Recorder: Amy

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### 1. ASAP Draws

- Ensure when unpacking tube to note status of draw – some ASAP were put in rounds piles
- Reminder:
  - Routine – drawn on next rounds – 24 hour turnaround time (TAT) for results from receipt
  - ASAP/Urgent – drawn when someone available – if collector is out contact them on communication device. TAT – 1 hour for draw time, 4 hours from receipt for results
  - STAT – TAT 20 mins for collection, 55 mins from receipt for results

### 2. Centrifuge

- Please keep balance tubes separate from samples in the rack
- Some samples mixed with balance tubes were delayed/misplaced
- Balance tubes go to the back

### 3. Shipment Logs

- No longer need to file the copy of Lutseke shipment logs in the supervisor folder.
- Treat all shipment logs the same – check off samples received, fax back to originating location as received.
- File with fax confirmation in daily fax folder

### 4. Blood Bank Inventory changes

- New plasma received – 250mL bags, different anticoagulant allows longer expiry when thawed – see email
- We will be carrying more vials of VZIG – 1 full adult dose or 5 vials. Can be sent to other locations if they require it
- Also have new Fibrinogen Concentrate product RiaSTAP. Not officially released yet however if ordered it can be given. Must have Hematopathologist consultation for dosage and Fibrinogen level done.

- Inventory levels sheet has been updated and posted on the fridge in Blood Bank

#### **5. Actim partus**

- We will be performing QC and recording into TQC
- Will be assigned documents in MTS please read
- Training/Competency assessments will be done soon with staff.

#### **6. Out of Territory Travel**

- Reminder to speak with Jen If you plan to leave the territory for time off there is a process/paperwork to be completed
- Before travel a self-isolation plan is needed and must speak to Jen to obtain permission from COO for return to work following travel prior to leaving – this is conditional. Do this approximately a week prior to leave.
- 2-3 days prior to your return call Jen to seek additional approval for return from COO at that time to review status.
- If you live with someone who has travelled – also need to seek approval to work
- If you are not approved to return to work you will be required to take some kind of leave for that time which is not the COVID leave time.

#### **7. Masks – Non-medical**

- Staff are encouraged to wear their non-medical masks in the workplace.
- NTHSSA and the OCPHO are continuing to review the continuous masking policy but at this time it is not in place.

#### **8. Job Competition Updates**

- Verbal offers have gone out for the 2 supervisor positions
- 1 New Core Technologist starts next week, 1 in September
- Funding for 1 MLA and 1 MT for micro for 9 month terms has been approved.
- Currently 1 core tech position open for offers posted