

Laboratory Staff Meeting Minutes

September 23, 2020

11:15-12:00

Attendees: Jen, Carolyn, Amy, Moses, Solomon, Kim, Laura S., Laura G., Erin, Jocelyn, Elwood, Bayo, Pearl, Chelsea, Amelia, Emily P., Holly

Recorder: Amy

1. Safety Check in – PPE

- There are point of care risk assessment tools and Donning and Doffing PPE job aids. These are currently posted on the white board outside Supervisor offices in the lab.
- Risk assessment chart tool will tell you what type of PPE is needed for each type of Precaution (Contact, airborne etc.) – supervisors will be directed to these electronic versions and request was made to place on collection carts and in other work areas for staff.
- Question – do patients need to wear masks if actively coughing etc. Answer is no – currently patients are directed to wear masks when leaving their rooms or must wear if coming to hospital as outpatient.
- N95 respirators are being reprocessed – there is a process for this please be aware of it if you are needing to use one for collection of a patient.
- Further to that if makeup is on mask it cannot be reprocessed so recommendation is to avoid wearing makeup/lip gloss at work
- There are disposable goggles/face shields available – if using the disposable goggles – disinfect the headband after use
- Reminder gloves should be over the cuffs of the gown
- Fit testing for those who are 1870+ on Friday afternoon 1-3
- Signage on patient rooms – if it is missing or inappropriate submit RL6 report – if it is not reported it didn't happen.

2. Outpatients – patient flow

- There have been numerous complaints received regarding patient wait times and flow for the outpatient area
- A workgroup will be put together to address this – email has gone out
- It is voluntary to participate but there will be expected activities to perform

3. Elwood's Office

- No personal items can be left in the office

- All will be removed and placed in the break room
- No drinks or food are permitted in the lab or the outpatient area

4. XN-1000

- PM's will be occurring soon and the technician will be coming up to perform them – likely next week

5. Shift Trade Forms

- The lab will be adopting a more standard form for this once the current amount of forms in use are used up

6. Snag it upgrade

- The program is due to be updated. Currently awaiting when this will occur
- You may receive a phone call from IT asking if it a good time for the upgrade. They need to log into the terminal to perform it.

7. Turn Around Times

- There was a complaint about TAT of results on the weekend
- Possibly a perception of TAT by the ward – will be followed up with weekend staff
- STAT tests have an expected TAT of 55 mins
- If unable to meet that due to something (machine issue etc.) please notify care area

8. Delivery of Samples

- Few issues with delivery of samples and the changes
- Routine samples are now all delivered to the bench with the centrifuge instead of around to each bench
- Stat samples, Inpatient samples, blood bank samples from Inuvik/Fort Smith will be delivered to specific benches
- If any of the changes bring forth concerns please ensure feedback is clear and document issue so it can be looked at and solutions can be constructive.

9. Stats and AM Inpatient Samples – reminder of process

- For these samples do not order any infectious testing/TSH/Ferritin. Deliver requisition to chemistry technologist to add after they have run the other chemistry testing
- This is due to an instrument and LIS deficiency where results may be held up by the above testing as these take considerably longer to run and report.

10. Micro – AM rounds

- Micro will no longer be participating in Am round collections as of Oct 1

11. Blood Bank

- Reminders:
 - The blood bank requisitions must be scanned in – this is the responsibility of the blood bank bench – if it is too busy discussions can be had with specimen control team to perform scanning
 - The blood bank log review must be performed – the evening shift is responsible to perform the second tech check for the day shift and the blood banker should perform for any other testing performed by anyone else.