

Specimen Control Meeting Minutes

November 12, 2020

Time: 11:45hrs-12:00hrs

Attendees: Chelsea, Pearl, Myles, Emily, Jocelyn, Whitney

Recorder: Elwood

1. ePerformance Documents

- Elwood has created everyone's ePerformance document in Peoplesoft
- He will be meeting with everyone to complete the first part of the performance appraisal
- Please read through the competency section
 - In addition to the 6 mandatory competency assigned to all GNWT employees, Elwood has assigned additional ones for the specimen control team
- You may add objectives or a learning plan if you
- Meeting will not be scheduled, Elwood would come get you when time allows (meeting will be approximately 20 minutes)

2. AM Requisition Accessioning and Sample Priority (0630 MLA)

- To ensure that requisitions are accessioned and ready to go when 7AM shift begins, please prioritize:
 - Accessioning of Blood Gas Samples first and as they arrive
 - AM requisitions for morning rounds next
 - All STAT blood work (without Blood gases) to be accessioned after all AM reqs are completed.

3. New CBC Rocker

- New STAT CBC rocker in Hematology
- Large CBC rotator for routine samples is now on specimen control bench

4. Weekend Dynalife Box

- Dynalife cooler to go out Saturday
- Sunday too depending on whether there are STAT samples (if unsure, consult with the weekend Core Techs)
- Weekend Coolers sent via Canadian North, not Buffalo
- Arctic Deliveries picks up around 2:30pm Saturday. Sunday you should call to let them know.

5. Collecting and Receiving CXURNS in LOP

- Remember to collect and receive CXURN samples
- Understandably, LOP can get busy and CXURN are on a separate accession number than bloods

6. New Heating Block for MRQUAs

- New heating lock located in left BSC in specimen control
- 0630 MLA duty to check thermometer temperature

7. Mandatory Antibiotic Field in Order Entry (Micro samples)

- The antibiotic drop down in order entry for micro will become a mandatory field on Monday Nov 16.
- LIS to send out Tip of the Week
- If no antibiotics indicated = unk
- If none written on requisition = none

8. Before putting Blood Culture Bottles on Bactec

- Remember to collective and receive blood culture bottles before putting them on the machine
- If this is not done, the results do not go anywhere

9. Leave Requests

- Submit ALL leave requests on the carbon copy leave request forms
- Please submit all sick leave, casual leave (for appointments), and special leave as well

10. Community Requisitions

- Indicate the container type when receiving samples from the communities (eg. 1xLav, 2xSST, 1OT etc)

11. Double signing (initialing) empty cooler stickers

- There have been more incidents where coolers were not emptied before being sent to storage area and back to communities
- Starting immediately, empty coolers are to be checked by 2 staff and Empty stickers to be initialed by both people in addition to the date.

12. Dress Code

- Long hair tied back
- No nail polish
- Only single banded rings
- Scent free policy
- Please refer to policy for more details

13. Daily Supervisor Checks

- COO has instructed all supervisors to do a minimum of one daily check of all work areas to ensure compliance with:
 - Dress code
 - PPE availability
 - Hand Hygiene supply availability
 - General infection control of working areas
 - Staff Screening Stickers
 - Inquire staff about
 - Mask availability at screening table
 - Wait times at screening, uniform pick up
 - Accessibility to lockers in locker room

14. No Drinks in Lab Out Patients (Back processing area)

- Reminder that no open drinks are to be consumed in the back area of Lab Out Patients
- All drinks should be in a leak proof container, kept in front clerk area
- If quick sip is required please step to the front clerk area