

Specimen Control Meeting Minutes

November 4, 2020

Time: 12:30hrs-13:00hrs

Attendees: Joanne, Emily, Pearl, Sarah, Holly, Myles and Alexa

Recorder: Elwood

1. Social Media

- Be mindful of what you are posting on social media about the GNWT, the Hospital, the work place, GNWT Services etc.
- Do not get into arguments over social media that could be recorded or captured and potentially used against you
- If you notice infractions or issues in regards to this, please notify your supervisor

2. ECU Blood Draws

- Nurses on ECU (Extended Care Unit) do not have venipuncture training
- All requests for blood draws from ECU to be performed by Lab
- Do not swipe into unit
- Ring the bell and an ECU staff will meet you at the door
- ECU staff will sign you in and take your temperature
- You may ask staff member to help with venipuncture if necessary if you need a holder
- You may sign yourself out of ECU

3. Rejecting UCHL (Canned Message)

- Global shortage of UCHL collection kits
- We can still accession and process UCHLs that come to us in the proper collection kit containers
- The hospital is completely out of collection kits
- Cancel using REJ code
- Cancel as per normal referral tests (No need to order and then cancel UCHL)
- Use the canned message as communicated in the LIS Tip of the Week

4. Shipping Notifications Binder

- Binder has been removed from use
- All shipping notifications once container has been received should be faxed back (if required, ie. Inuvik Lab)

- All completed shipping notifications are to be placed in the dated completed fax folder beside the Xerox printer for filing

5. Clerk Duties

- Clerks are not to label specimens
- Their scope of practice currently includes:
 - Answering phones
 - Unloading the pneumatic tube
 - Receiving Samples
 - Signing for Coolers
 - Unloading coolers
 - Medipatienting
 - Accessioning samples
 - Reporting back results
 - Sending results in internal mail and faxing results
- Their priority is COVID samples
- STAT blood work can be accessioned and samples given to MLA to process.
- If MLA is not present, the labels can be put in the sample bag and given to the technologist to label and run
- Will update if there are further changes

6. Temperature Charts

- 0630 MLA shift to do temperature checks on Specimen Control Fridge, Specimen Control Freezer and MRQUA heating block
- 0700 MLA LOP shift is to do temperature check of fridge in LOP

7. Profanity in the work place

- Limit the use of profanity and swearing in the work place
- Keep things professional please

8. Semen Samples

- Accession all semen samples
- Ensure that sample is properly labeled and that collection time and date is indicated
- **Do not cancel** semen samples. It will be the responsibility of the technologists to determine what criteria and rationale they will use to reject Post Vas and Fertility Samples.
- **Specimen control team - Do not cancel,** even if directed by technologist, refer them to Elwood.

9. Prioritization of samples on Evening MLA Shift

- Clerks' main duty is to Medipatient and accession COVID Samples
- Myles is scheduled 12-8pm and is able to help accession STATs while accessioning COVID samples
- He can help with community samples after completing COVID samples
- After 8pm there is no micro tech scheduled to perform COVID testing
- Therefore after 8pm, blood work should be prioritized first and then COVID samples should be accessioned before the end of the evening MLA shift.

10. Dress Code

- Launder Uniforms daily
- Launder Lab Coats daily

11. Face Shields

- Face shields to be worn while performing blood collections in LOP
- Each person is assigned their own face shield
- Question on rationale of this type of PPE has been brought up
 - Elwood to get more information