

**Core Laboratory Weekly Meeting**  
**07 October 2020 (Wednesday) @ 11:15 am**

Attendees: Ren, Theresa, Kayla, Erin, Amelia, Kaylan

Regrets: Bayo, Kim, Amy

Recorder: Kayla

No.	Topic	Author	Discussion/Action
1	October 12 <sup>th</sup> and 13 <sup>th</sup> shifts	RR	<p><b>October 12<sup>th</sup>:</b> Kayla will start at 0630 h until 1800 h. She will be training Amelia from 0630 h to 1000h, after which Kayla will move to TM until 1800h. Kayla will be in Blood Bank if needed by Amelia.</p> <p>By 1200 noon, Theresa will start to cover the training for Amelia. Theresa will stay until 2300 h.</p> <p><b>October 13<sup>th</sup>:</b> Erin will work the full shift from 0630 h – 1430 h.</p>
2	CAP Surveys	RR	Requests to perform CAP surveys to get consensus on surveys. So it isn't the same person doing all of the surveys.
3	RL6	RR	<p>RL6 entered for critical results not reported due to no one answering the phone. Critical results policy, please review.</p> <ul style="list-style-type: none"> <li>• How many times do we have to attempt to call?</li> <li>• Call ER when you can't reach clinic/physician.</li> <li>• Call floor/clinic within 15mins, if no answer, call physician within 30min, if no answer call ER within 45min.</li> <li>• When are clinics open? Until what time? Please add to updated procedure so we know how late we should be able to reach someone.</li> </ul>
4	Samples priority	RR	<p>Stat must be run and reported within 55mins of receiving samples.</p> <ul style="list-style-type: none"> <li>• Samples from OPL not coming over soon enough.</li> <li>• Samples 3h+ after collection sitting over in</li> </ul>

			<p>OPL.</p> <ul style="list-style-type: none"> <li>• Samples being spun and left in centrifuge for 30mins instead of opening in BSC. Delaying testing on the bench, leaves a lot of work for 1 person on evening shift.</li> <li>• Can they send core lab samples over so that we can spin them? They can spin Referred out samples in OPL.</li> </ul>
5	Oscal	KB	<p>Oscal – if the only thing on the label it still has to be put on the analyzer to run the Etoh, Glu, Na, Bun.</p> <ul style="list-style-type: none"> <li>• Erin will follow up with LIS to see if the group test can be changed so the other tests print out on the labels.</li> <li>• Maybe an issue with labeling?</li> </ul>
6	Communication Log	RR	<p>Should we get a communication log for core lab?</p> <ul style="list-style-type: none"> <li>• Soft comms?</li> <li>• Journal?</li> <li>• Email?</li> </ul>

**Suggestions:**

No.	Suggestions	Author(s)
1		
2		
3		