

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

Attendees: Ren, Erin, Amelia, Kim
 Regrets: Bayo, Theresa, Kayla, Kaylan, Amy
 Recorder: Amelia

No.	Topic	Author	Discussion/Action
1	Instrument maintenance	RR	- Ren will prepare revised forms for Maintenance which will be easier to follow. This is for Accreditation purposes and to monitor that the maintenance on the Analyzers and duties on the benches are done on time.
2	Walk-in Fridge Shutdown	RR	- Walk-in fridge temperature failure happened because Dexterra didn't phone Lab Tech on call when it started alarming at 10pm and also because there's no night shift Tech on duty. Because of this, all of the calibrators, QC and reagents in the fridge were wasted and discarded. - Jen sent memos to Dynalife that the tests affected will be redirected to them.
3	New thermometer for the walk-in fridge	RR	-Ren will a digital thermometer with chart for the walk-in fridge.
4	Hematology department plus Miscellaneous bench	RR	-If not busy, please help Chem staff to do Urine bench while the trainings are going on. If extra Tech (even in BB) is available, please help.
5	OSCAL update	EA	-Update from Erin- When Oscal is ordered, make sure to order the Osmo tests for calculation and print extension labels for Osmo.
6	Flu Shots	RR	October 19-23, 2020 from 1130 – 1330 h Stanton Hospital Sacred Space -Get your flu shots.
7	Outpatient (lab)	RR	Starting October 19, 2020 – STH Lab (outpatient) will be opened from 0800 – 2000 h, Monday-Friday. -We will monitor samples from Outpatient from 6-8pm. -Ren will talk to Jen re: staff scheduling for evenings and samples to be run by evening staff.

8	PPE update	RR	-Please wear your PPEs inside the Lab and when working on the benches. Ren received a few comments from other hospital staff and from the Dynalife Audit team noticing some of the Lab staff were not wearing/using the appropriate PPEs. -Ren will ask for bigger sizes of scrubs for staff.
9	Lab Services Disaster Fan Out List	RR	-Can call Ren on his cellphone if he's needed. He is waiting for the issued phone from GNWT -Fan Out List is changed every month.
10	N95 Fit Testing	RR	-Only Bayo and Kaylan are not fit tested yet.

Suggestions:

No.	Suggestions	Author(s)
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