

**Core Laboratory Weekly Meeting
16 December 2020 (Wednesday) @ 11:15 am**

Attendees: Ren, Bayo, Kayla, Kaylan, Amy, Erin

Regrets: Amelia, Theresa

Recorder: Jeff

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	Opening/Closing reagents in TQC	JD	<ul style="list-style-type: none"> • Not being done consistently. • Did not have this necessary information. • Review/Ask another staff when unfamiliar with the procedure (TCQ manual available)
2	Package Inserts (PI)	JD	<ul style="list-style-type: none"> • These need to be saved in the PI binder. • PI binder found in each department (Chem = black binder, Hema = white binder) • Compare new package insert to old one (Reference #, version #, etc)
3	Opening new Bio-Rad lots	EA	<ul style="list-style-type: none"> • New QC log started but not changed or documented – compare lot # to one being discarded. • Always check lot number
4	Osmos	EA	<ul style="list-style-type: none"> • Missed UOSMO – timed out on pending list under OSM. • OSMM have their own worklist – not on chemistry list • Must be checked all the time, easily missed. • Quality preg test = STH lab only run urine test
5	Post-Vasectomy (PV)	EA	<ul style="list-style-type: none"> • PV left in water bath. • Received @ 1325 h. • Pay attention: Check water bath for samples. • MLA's must remind techs if a semen sample has arrived <ul style="list-style-type: none"> - Techs must acknowledge that specimen is received
6	Need to go back to beginning of month when checking pending orders	EA	<ul style="list-style-type: none"> • Sample from 1st missed. • Now too old. • Good lab practice to look for pending from the

			<ul style="list-style-type: none"> beginning of each month. • Don't leave it for the evening person.
7	STAT urinalysis	KB	<ul style="list-style-type: none"> • Should they be brought to the bench? YES <ul style="list-style-type: none"> - Some are missed • Are they considered STAT? NO <ul style="list-style-type: none"> - Only drug test and preg test are STATS
8	Leave requests	KB	<ul style="list-style-type: none"> • Where should they go? <ul style="list-style-type: none"> - Designated spot adjacent to Supervisor's door - New folder for staff close to the computer
9	CAP Surveys	KB	<ul style="list-style-type: none"> • Who is supposed to receive them? <ul style="list-style-type: none"> - Supervisors must receive them - SOP is currently being written by Ren - Designated spot when CAP surveys are to be done - Samples must be frozen except whole blood samples
10	Hay River Sysmex Correlation	RR	<ul style="list-style-type: none"> • Amelia and Jeff helped me to obtain samples while I was on self-isolation. Thank you. • As of December 14th, I am dealing with these samples and send them to Hay River on same day except on weekends. • Yesterday, Erin helped me adding the RETIC count on both the Sysmex instruments under the: UN: admin PW: m116m
11	HemosIL Low Fib Controls	RR	<ul style="list-style-type: none"> • I received the Mandatory Response Tracking Form on HemosIL Low Fibrinogen Controls from Instrumentation Lab. Due to recent complaints, the lot numbers are giving low or outside of the insert range. See FORM in Hematology. • Results are low and out of range • Posted on coag (TOPS) instruments
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II. Policy Review:

No.	Topic	Author	
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1	Harassment Free and Respectful Workplace Policy	NTHSSA	<ul style="list-style-type: none"> • Please review the Harassment Free and Respectful Workplace Policy. • Incident happened in our lounge/staff room (vandalism? harassment?) • Locker room incident
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III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	COVID vaccines (in progress)	RR	
2	Staff visiting ER and ICU for collections or service	JD	<ul style="list-style-type: none"> • Must wear a face shield and/or eye protection. • Further directions will be e-mailed.

IV. Suggestions:

No.	Suggestions	Author(s)
1	Flight changes in December = limited flights Documents for shipping validation found on a binder (e.g. testing, how to pack boxes) Daily reporting to CBS – Hematology person might do this, or wait for blood bank tech (BB supervisor will show new techs not trained yet)	Amy - Territorial Specialist, BB
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