

Core Laboratory Weekly Meeting
06 January 2021 (Wednesday) @ 11:15 am

Attendees: Ren, Amelia, Bayo, Kaylan, Amy, Theresa, Jeff

Regrets: Kayla, Erin

Recorder:

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	Disinfect work bench	RR	<ul style="list-style-type: none"> Noticed several times that we tend to forget to disinfect or clean our bench before heading home. Please clean your work bench at the end of your shift to avoid cross-contamination of infectious substances among our colleagues.
2	New binder	RR	<ul style="list-style-type: none"> I created a black binder where you can access the following information: <ul style="list-style-type: none"> Core Lab Meetings CAP Survey Procedure (draft) CAP Survey Schedule – 2021 Temperature Log Sheets – 2021 If you have other stuff to include on this binder, please let me know.
3	Weekly Maintenance	RR	<ul style="list-style-type: none"> Reminder: Please do not forget to perform the weekly maintenance of various fridges, freezers, or other devices during your weekend shifts. We discussed this already in November 2020.
4	Freezer Temperature (beside walk-in fridge)	RR	<ul style="list-style-type: none"> Yesterday around 1500h, the pharmacists were given the permission by Jen to place their stuff in the freezer (-80°C) beside the walk-in fridge. After few minutes, the MLAs heard the alarm, but not in Dexterra or Facility Management. Why? During our walk-in fridge temperature malfunction last year, the freezer was not rewired at Dexterra or Facility Management (not sure which one), thus, the alarm was not heard. Now, they are trying to fix the issue. As of today the freezer temperature is -81°C. It's working again. NOTE: When you encountered any facilities-related

			issues – report them right away to the manager (Jen). If the manager left already or after office hours (i.e. 4 pm), call the PCC and they will solve the issue. Do not call FM or Dexterra.
5	CAP Survey Update	RR	<ul style="list-style-type: none"> • CAP survey started yesterday. • 1st CAP Survey was split into 4 MLTs (i.e. Theresa & Jeff, Kaylan, and Amelia). • Username: ren@roque • Password: MLTcore1!
6	Phlebotomy Update	RR	<ul style="list-style-type: none"> • If you are assigned to do phlebotomy for patients < 12 years old, you need another MLA or a nurse to help you. • Please do not collect these patients on your own.
7	White Board Update	RR	<ul style="list-style-type: none"> • The white board behind the Chemistry bench was reorganized yesterday. • Please help yourself to use it. • Any suggestions, please let me know.
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II. Policy Review:

No.	Topic	Author	
1	Handling of Healthcare Waste	RR	<ul style="list-style-type: none"> • Please read this policy.
2			

III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Staff Entrance	RR	<ul style="list-style-type: none"> Effective today, January 6th, at 1900h, the staff entrance is open again for our convenience.
2			

IV. Suggestions:

No.	Suggestions	Author(s)
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