

**Core Laboratory Weekly Meeting**  
**27 January 2021 (Wednesday)**  
**Start Time: 1115 h**  
**End Time: 1150 h**

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

**I. Instrumentation Update:**

No.	Topic	Author	Discussion/Action
1	V5600 issues	EA	<ul style="list-style-type: none"> <li>• Problem with our V5600 motor ring started on Monday am, Oct 25th</li> <li>• Problem with the VersaTip Ring, waiting for machine parts to arrive</li> <li>• Parts were replaced 4X already – last replaced on Dec 2020</li> <li>• We can only run Microslides</li> </ul>
2	Temi's arrival	RR	<ul style="list-style-type: none"> <li>• Temi, Ortho Service Engineer, will be arriving tomorrow to fix the V5600 issues.</li> </ul>
3	Running Microslides only Reminders:		<p>Be careful when re-loading tips manually so as not to be hit by the moving arms inside.          Vitros dilution needs to be done manually using Diluent 2.          Need to manually program the dilutions.</p>
4			
5	Transfusion Medicine		<p>Ms. Amy is giving presentation to ER nurses tomorrow morning Re:</p> <ul style="list-style-type: none"> <li>- New transfusion requisition form</li> <li>- Possible shortage of IVIG beginning March. If there's an order, let Ms.Amy know.</li> <li>- Take note of patients' who need it, needs to be tracked by Ms.Amy., people who needs it, should be the same as red cells.</li> <li>- Training of staff re: Home products, Riastap issuance</li> <li>- Guidelines/SOPs for blood products</li> </ul>

6			
7			
8			

### II. Policy Review:

No.	Topic	Author	
1			
2			

### III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Vacation request for 2021	RR	<ul style="list-style-type: none"> <li>Please don't forget to submit your vacation request for 2021 on or before January 31<sup>st</sup>.</li> </ul>
2			

**IV. Suggestions:**

<b>No.</b>	<b>Suggestions</b>	<b>Author(s)</b>
1		
2		