

**Core Laboratory Weekly Meeting**  
**03 February 2021 (Wednesday)**  
**Start Time: 1115 h**  
**End Time: 1136 h**

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

**I. Instrumentation Update:**

No.	Topic	Author	Discussion/Action
1	Walk-in fridge new chart and digital thermometer	RR	<ul style="list-style-type: none"> <li>The new chart thermometer with digital reading was posted on the wall yesterday (February 2<sup>nd</sup>).</li> <li>We will add the digital and chart temperatures on the temperature logsheet for the walk-in fridge as part of the morning maintenance.</li> <li>Please remember to take three (3) temperatures for the walk-in fridge effective immediately. *Change new charts once week, can be done at the same time as the bloodbank charts</li> </ul>
2	Wash bottle cap assembly for V5600	RR	<ul style="list-style-type: none"> <li>2 wash bottle caps assembly for V5600 were ordered on February 1<sup>st</sup>.</li> </ul>
3	Coplin jars for hema quick stain	RR	<ul style="list-style-type: none"> <li>I am ordering three (3) coplin (staining) jars for our hema quick stain because the urine containers we are using are too small to stain the blood smear.</li> <li>The jars will be protected from light, if necessary.</li> </ul>
4	Fibrinogen validation	RR	<ul style="list-style-type: none"> <li>New lot of the fibrinogen reagent validation was done yesterday and sent to Sandy (Dynalife) for further evaluation.</li> </ul>
5	Glucose meter new lot number of controls (L1 and L3)	RR	<ul style="list-style-type: none"> <li>The new lot numbers of controls (L1 and L3) for the glucose meter (L1-0420009301 and L3-0419324303) were validated yesterday.</li> <li>We will receive the shipment of the new lots in few a few days.</li> </ul>

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### II. Policy Review:

No.	Topic	Author	
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### III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Core Lab white board	RR	<ul style="list-style-type: none"> <li>• Please use the core lab white board if you have any supplies to be ordered or an important reminder or information related to core lab. *Erase from white board when received</li> </ul>
2	Getting to know everyone	RR	<ul style="list-style-type: none"> <li>• Just a reminder that if you have any issues in the lab related to staff, instrument, machine, or device issues, orders, and supplies, please let me (Ren) know first before heading to our lab manager, Jen, to solve our issues first.</li> </ul>
3	PPE and Hand Hygiene updates	RR	<ul style="list-style-type: none"> <li>• Appropriate wearing of PPE must be followed while working in the lab which includes eye protection, gloves, face mask, and lab coat.</li> <li>• WSCC is under no obligation if a lab staff got harmed without wearing the appropriate PPE while working in the lab.</li> <li>• We want all staff to work safely in the lab by wearing PPE correctly and consistently:</li> </ul>



			<ul style="list-style-type: none"> <li>- Wearing eye protection whenever you are providing direct patient care;</li> <li>- Wearing eye protection whenever you are handling blood and body fluids in the lab;</li> <li>- Ordinary prescription eye glasses are not deemed to be appropriate eye protection and additional goggles or a shield must be worn;</li> <li>- Masks must be worn at all time while in the workplace when physical distancing cannot be maintained;</li> <li>- Whenever working in the production areas of the lab, all staff must be wearing an isolation gown or lab coat (not your offices or passing through, but standing at a bench or biological safety cabinet or handling clinical specimens) – this includes clerk staff when working in specimen control</li> <li>- Hand hygiene must be performed every time gloves are removed and at all of the other “four moments for hand hygiene”.</li> <li>- Please remove your gloves when answering the phone to prevent cross-contamination between the phone and your face as well as the next person who will use the phone.</li> <li>• We want all staff to be safe in the workplace and we cannot reduce the risk of exposure to blood borne, airborne, droplet or contact borne microorganisms that can cause disease due to the nature of the work we perform and the current ongoing risk of the pandemic.</li> </ul>
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**IV. Suggestions:**

No.	Suggestions	Author(s)
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