

## Laboratory Staff Meeting Minutes Specimen Control

March 3, 2021

Time: 1230hr - 1300hrs

Attendees: Joanne, Myles, Alexa, Vivian, Chelsea, Holly, Jaime

Recorder: Elwood

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### 1. Updated March Schedule

- Sarah Sibbeston added to the schedule
- For the month of March we are going to try out full shift in LOP rather than doing half shifts each day.
  - 0630-1430 and 1200-2000 shift will be LOP (blue and yellow on schedule)
  - 0700-1500 and 1500-2300 will be in the main lab (red and purple on schedule)
  - When there is an extra shift scheduled they will be in LOP for support, maybe part of all of their shift (green on schedule)
- As always, depending on who is away I may need to shift things around, but that's the basic lay out

### 2. Forwarding Dynalife Samples from Fort Smith

- Dynalife will be sending us their Dynalife samples to forward to instead of sending them to Hay River
- They will put all the Dynalife samples in a single bag

### 3. Non-Collectable Samples

- Remember that there is a list of non-collectable samples that we need to troubleshoot before we reject them.
- This list is posted in specimen control

### 4. Second COVID shots

- Some individuals are experiencing more side effects from the second shot of the vaccine.
- If you need to take time off it is coded as Sick leave not COVID Sick Leave. If you do not have sick leave, it will be SLWOP unless you request for advancement of sick leave hours from the COO

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- Employees are encouraged to schedule their second vaccine shot before their rest days as to try and minimize the operational disruption to the department

### 5. Leave Requests

- For the remainder of the fiscal year leave requests will be considered on a first come first served bases.
- Only one person is to be off at any time with no overlap on the vacation schedule.
- You may use L09, SH4

### 6. Performance Documents

- Elwood will be meeting with everyone to finish off their performance documents in Peoplesoft before March 31.

### 7. Disposal of Expired Supplies

- Ensure that there are in date supplies to replace the expired supplies before disposing
- This is especially important for those items that we are unable to substitute for an alternative
- If you feel the need to remove expired supplies from use before new stock is available. Leave in Elwood's office and he will discard once new inventory arrives.

### 8. Cryoglobulins

- Reminder that Cryoglobulins are not frozen referral samples
- They should be refrigerated

### 9. FIT Tests to Dynalife

- Reminder to task list and include a manifest or requisition with the sample before putting FIT tests in the Dynalife cooler.