

Laboratory Staff Meeting Minutes Specimen Control

February 5, 2021

Time: 1400hr - 1430hrs

Attendees: Pearl, Jocelyn, Myles, Vivian, Chelsea, Holly, Emily and Jaime

Recorder: Elwood

1. Requisitions in LOP Collection Rooms

- Reminder to please flip over requisitions
- Patient information is visible to other clients and is a breach of confidentiality
- Blue recycling bins for confidential documents to be moved to less visible area of room (eg. Behind supply carts in collection room)

2. Samples dropped off in LOP Orange Bin

- Reminder to check the orange bin beside the clerks in LOP
- Patients sometime drop of samples when there is no one at the desk
- Elwood will send an email to the DI clerks to remind them to keep an eye on the container as well

3. Shipment Notification for Spectre Coolers?

- Elwood will email Sandy from Dynalife about whether faxing Shipment notification is necessary when coolers are entered into Spectre
- Continue with status quo until Sandy from Dynalife replies

4. ECG Rhythm Strip Code?

- There is not a different code for ECG Rhythm test
- Use EKG

5. New Casual MLA - Jaime Kennedy

- Casual full time employee
- Contract from February 1 to March 31, 2021
- Jaime will be trained mainly in Lab Out Patients as we only have her for a two month contract