

Laboratory Staff Meeting Minutes Specimen Control

March 11, 2021

Time: 1200hr - 1230hrs

Attendees: Vivian, Pearl, Emily, Jaime, Chelsea, Alexa, Myles,
Recorder: Elwood

1. Temperature Charts for Specimen Control

- Fridge
- Freezer
- Dry Bath in BSC
 - Temperature is of the thermometer.
 - The digital setting needed to be set higher because of the air flow in the BSC cooling down the heat block. Do not record the digital number.
- No temperature checks needed in LOP

2. Vacation Schedule Posted

- Vacation schedule is "hidden in plain sight" on the specimen control white board. Posted on the left side of the white board.

3. PKU NSQ

- There have been a large increase in numbers of cancellations of PKU tests due to insufficient samples
- Errors in collection was performed by multiple people
- Elwood will be sending out a MTS quiz and SOP for everyone to read and complete

4. Casual Leave for Vaccinations at Public Health

- Vaccination appointments scheduled with public health downtown, at the Centre Square Mall clinic, is covered under casual leave.
- Submit casual leave requests as per current process

5. Super STAT – Infant Hypoglycemia Panel

- Hypoglycemia in infants can lead to fatal outcomes if start of intervention is prolonged.
- These infants are usually on PEDs and requests for blood work should be considered super STAT as the blood work needs to be collected before the intervention begins.
- A job aid is posted on the specimen control white board

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- With infants, remember that maximum daily blood draw volumes will affect which tests can be collected
 - Physician to decide which tests are priority or if they give permission to exceed the daily limit (record in LIS if you are directed to draw above the limit!)
6. **Entering RL6 – Direct to proper area**
- Be strategic about what type of incident you choose when entering RL6
 - Think about which manager or section of the hospital you want the problem fixed
 - Remember to enter patient demographics or department where samples come from so whomever receives the RL6 can direct it to the right person to address
7. **What to order when NBIL, TBIL, DBIL are all checked off**
- NBIL tests for babies <30days, do not order DBIL or TBIL
 - When there is a request for conjugated or unconjugated Bilirun, order both TBIL and DBIL, physicians needs to do calculation (LIS is working on having the calculation built into the final report – not live yet)
 - TBIL and DBIL only order on patients >31 days old
8. **Standing order – Dates on requisition**
- When patients are given “New Standing Orders” and the date of when it is ordered is not updated. Do not process.
 - Physicians need to indicate that they have reviewed the tests on the standing order by updating the date or physically indicating on the requisition (eg. New written instruction with signature)
 - Regardless of when the patient first presents to the lab with a standing order, the expiration date is to be one year from when the requisition was made.
 - Elwood will draft a memo for distribution to Frame Lake and YPCC clinic physicians