

Laboratory Staff Meeting Minutes Specimen Control

March 26, 2021

Time: 1300hr - 1320hrs

Attendees: Pearl, Joanne, Emily, Jaime, Alexa, Myles, Jocelyn

Recorder: Elwood

1. Sending ECGs to Day Procedures

- Please send completed ECGs for Day Procedures immediately after they have been completed from the LOP pneumatic tube
- Do not batch them until the end of day
- Do not send in internal mail slot

2. Vacation Schedule available in my office

- Jen has directed Elwood to not post the vacation schedule
- It is available to be viewed in Elwood's office

3. New Indigenous Awareness Training

- There is a new Indigenous Awareness online training
- New training has 8 modules, total 7.5 hours of videos
- You have 12 months to complete this
- April long weekend is approaching and work load should decrease
- Try to complete the training during this time

4. First Aid CPR+AED training

- Jen has requested that all MLAs be certified in First Aid CPR+AED
- As front line staff, it's important MLAs have training to recognize and respond to first aid situations
- Training is online + 90 minute in person training
- Sign up in LMS and Elwood will approve depending on operations/scheduling

5. Elwood on Vacation

- Will be away March 27 to April 5
- Returning to work Tuesday April 6
- Ren will be covering
- Elwood will not have his work phone with him