

Laboratory Staff Meeting Minutes Specimen Control

April 9, 2021

Time: 1345hr - 1400hrs

Attendees: Holly, Vivian, Pearl, Jaime, Alexa, Myles, Jocelyn

Recorder: Elwood

1. **DI Clerks – GDS Drinks**

- DI Clerks cannot give out GDS drinks
- They can identify which requisitions have this test ordered
- MLA in LOP are to decide whether they want to call in patients before their “turn” to drink the 50g drink
- MLAs should consider workflow and client experience when making this decision

2. **MLA Breaks**

- If there only 3 MLAs working, try to stagger breaks. MLA in main lab should coordinate break with LOP.
- For STAT draws while MLA in main lab is on break
 - Clerks can call LOP to see if a MLA in LOP can do draw
 - Ask Hematology tech to do STAT draw if MLAs in LOP are busy
 - Urgent and Routine draws can wait until the MLA returns from break

3. **Summer Hoodie Order**

- Will be the same thin black hoodies as was ordered in 2017
- \$80 each, signup sheet in Elwood’s office
- Payment by Cash or e-transfer
- Deadline is April 30

4. **6:30am or 7am Sick Calls**

- Elwood appreciates knowing the night before if you will not be in for early shifts
- It’s easier for Elwood to coordinate staffing
- You may still continue to call in the morning of, but the more notice the better.

5. **National Med Lab Week**

- National Med Lab Week is next week

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- Late MLA shift scheduled tonight please decorate the LOP collection rooms and waiting area with posters before you leave
6. **YPCC COVID CatB Boxes**
- Empty YPCC COVID boxes are to be placed in red bin underneath the counter beside Myle's work station.
 - Please ensure that these boxes are regularly sent back down to the YPCC COVID Clinic
 - The nurses need these boxes to do their job of sending us samples safely. TDG!