

Laboratory Staff Meeting Minutes Specimen Control

April 15, 2021

Time: 1400hr - 1415hrs

Attendees: Holly, Pearl, Joanne, Jaime, Chelsea, Alexa, Myles, Jocelyn

Recorder: Elwood

1. **National Med Lab Week Treats**

- Cupcakes, juice, and chocolate bars were handed out yesterday (Wednesday)
- There are Ice cream Drumsticks in the break room freezer

2. **Sample coolers**

- Do not send coolers that don't have a return address on it
- If Styrofoam coolers are damaged, then discard as garbage
- Remove all TDG stickers before sending back down to Material Management
- For labels that can't be removed or are difficult to remove, place empty sticker over them

3. **Temperature Checks**

- Reminder that temperature charts are to be logged by 0630hrs shift
- 3 Temperature charts: Freezer, Fridge and Heating Block

4. **Ensure YPCC COVID containers are emptied**

- There was an incident where 15 COVID swabs were sent back to the clinic with the empty containers
- Please ensure that these containers are emptied appropriately

5. **Salivary Cortisol Kits**

- These kits are special order from Dynalife.
- Please let Elwood know when we're down to one so he can reorder

6. **Ora-sweet for Baby collections**

- Ora-sweet (aka sugar water) can be used during or prior to baby blood collections
- Nurses are taught that giving Ora-sweet distracts and decreases pain during blood collection
- Laboratory procedure does not include Ora-sweet and therefore lab staff can perform blood collections without it's use

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- Nursing staff can choose to provide Ora-sweet but it is up to them to administer
 - The laboratory does not provide Ora-sweet or medications such as Emla cream/patches.
- 7. Mail Run – Clerks**
- There has been a noticeable delay in delivery of mail to the mail room
 - Alexa will start taking mail down to the mail room
 - Myles will take down mail on the days that Alexa is away