

Core Laboratory Weekly Meeting
21 April 2021 (Wednesday)
Start Time: 1115 h
End Time: 1149 h

Attendees: Ren, Theresa, Erin
Regrets: Kaylan, Amelia, Bayo, Jeff, Amy
Recorder: Erin

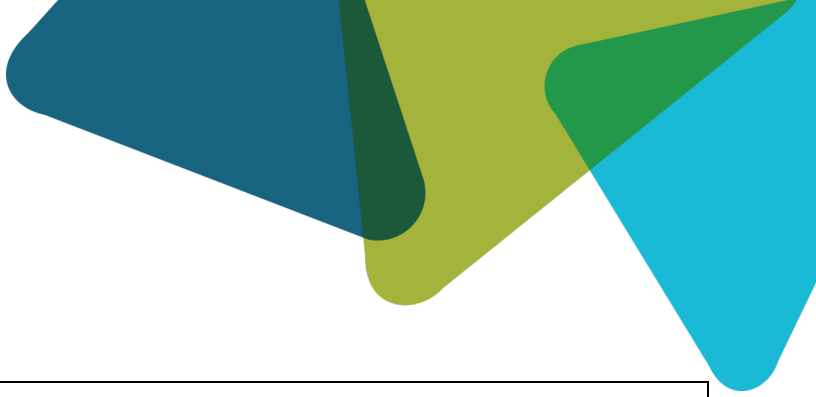
I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	Urinalysis samples update	RR	<ul style="list-style-type: none"> Although urine samples are not STATs, but process them as soon as possible. Some concerns are due to proliferation of bacteria, change in urine pH, and possible dissolution of some sediment. Referred urine samples from HR, FS, and Inuvik – you have 48 hours to complete the urinalysis. Please check the collection dates of the urines. Once a urine had been spun, read it right away. We will reassess the workflow in 6 weeks' time.
2	STAT priority in Chem	RR	<ul style="list-style-type: none"> Let's try to organize our lab especially when dealing with STAT samples in Chem. Please prioritize the STAT samples and we have 48 hours to complete the routine (RT) samples. Suggestion: Stop running Chemistry RT samples around 2130h-2200h to have time to finish other lab staff such as shutting down the instrument, review your pending report, and disinfection of the bench.
3	Lab jacket	EC	<ul style="list-style-type: none"> Elwood will chat to everyone regarding the lab jacket info and price.
4	Bench communication book	RR	<ul style="list-style-type: none"> For each bench communication log book, please write the important things to know, and not necessarily to write the full details to save your time. Example: Hema – new lot Low Fib (N07) in use.

			<ul style="list-style-type: none"> • Suggestion: we will use only one (1) communication log book and it will be located in Chemistry bench. • When writing a note, ensure to write the bench on top (e.g. Chem) so that it is easy to follow.
5	Vitros5600 issue	TB/EA	<ul style="list-style-type: none"> • Reference #: 2344617 • Vitros5600 having issues and the ff. were replaced: <ol style="list-style-type: none"> a) lamps b) white evap cups (twice) • The OCD hotline staff mentioned to run static test, but it's still failing as of this morning. • It was recommended to run the QC – all good.
6	Pending Report (PR) issue	EA	<ul style="list-style-type: none"> • Check the PR frequently to monitor all referred samples for the date. • Any missing samples must be communicated to the referring clinics via SoftComm. • If you're running out of time to check the PR, check the sample tubes.
7	Samples from HR, FS, or IN	RR	<ul style="list-style-type: none"> • We will ask Elwood to send a note to the referring clinics if they can separate STATs and RTs to save time and avoid confusion when shipping their samples in our lab.
8	Entering lots in TQC	EA	<ul style="list-style-type: none"> • When you open a lot, please open it in TQC as well • If you don't know how to do it, please ask.
9	Biohazard carton boxes	EA	<ul style="list-style-type: none"> • It is everyone's responsibility to change the biohazard carton box in Chem, Hema/US, or BB benches. • The maximum weight is 16 kgs. Don't let it be full. • Sometimes you need to swap Chem or Hema with BB box as BB box is usually becoming heavier.
10	BB boxes	EA	<ul style="list-style-type: none"> • Empty the BB boxes • Take out the frozen or gel packs

II. Policy Review:

No.	Topic	Author
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III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	E-performance docs	RR	<ul style="list-style-type: none"> Just a reminder to complete your e-performance documents.
2			

IV. Suggestions:

No.	Suggestions	Author(s)
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2		