

Core Laboratory Weekly Meeting
28 April 2021 (Wednesday)
Start Time: 1115 h
End Time: 1146 h

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

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	OCD supplies	RR	<ul style="list-style-type: none"> We already received the bulky orders from OCD (Vitros5600). Please e-mail me when you need OCD reagents, controls, and calibrators on or before May 11th. I will place the orders directly at OPIM via online. No SAM is required.
2	Ren to do	RR	<ul style="list-style-type: none"> I will do the following while I'm away: <ol style="list-style-type: none"> Bio-Rad QC entry Weekly QC review OCD orders for May 2021 Monthly Report Statistics will be done when I come back from vacation.
3	D-Dimer Reagent and Control validation	RR	<ul style="list-style-type: none"> This validation is delegated to Kaylan. Any questions regarding the evaluation, please do not hesitate to e-mail Sandra Lemke at Sandra.Lemke@dynalife.ca or call her at 1 (780) 451-3702 ext. 8187
4	CAP Surveys for May 2021	RR	<ul style="list-style-type: none"> Amelia has been delegated to receive and enter the May 2021 CAP Surveys. I made a job aid for CAP Survey Handling and Processing. If you have any questions, send me an e-mail or call me.
5	Batch Receiving	RR	<ul style="list-style-type: none"> Please help batch receive some of our OCD supplies. Some of you have never been trained to batch

			<p>receive, if you need help, let me know.</p> <ul style="list-style-type: none"> • When you batch receive, make sure you have the full list of all the supplies we received. If not, check all the packing list and do the tally (e.g. Mg 2, then another page Mg 3, just add them together as long as they have the same lot number, thus, Mg 5). • I created a guide on how to batch receive.
6	Elwood is leaving	RR	<ul style="list-style-type: none"> • Elwood is leaving and got the Territorial Manager position in Fort Smith. • He will start in Fort Smith on June 28, 2021.

II. Policy Review:

No.	Topic	Author	
1			
2			

III. Staff/COVID-19 Update:

No.	Topic	Author	
1	Essential workers on vacation outside NWT	RR	<ul style="list-style-type: none"> • You need to complete two (2) forms: <ul style="list-style-type: none"> a) Self-isolation form b) Manager's request for swabs • See attached forms (hard copies will be saved in our lab meeting binder). • Question: For essential workers who lives in the same household with someone, do they have to fill out a form?

2	Elwood will be in-charge of Core Lab	RR	<ul style="list-style-type: none"> • While I'm on vacation, Elwood is in charge of the Core Lab. Elwood will do his very best to do the following for the month of May: <ol style="list-style-type: none"> a) HH/PPE Audits b) Core lab supplies c) POCT d) Temperature review for April 2021 • My work cell phone is with Elwood.
3	PPE in the lab	RR	<ul style="list-style-type: none"> • Ensure that you are wearing appropriate PPEs all the time when processing and handling samples in the lab. • Wear your eye protection and mask. • White lab coat must be all buttons up.

IV. Suggestions:

No.	Suggestions	Author(s)
1	BB: Units get thrown: DOCUMENTATION, DOCUMENTATION, DOCUMENTATION: Write down on slip. BB Technical Supervisor: Away for May – dates will be marked down	
2		







