

## Laboratory Staff Meeting Minutes Specimen Control

April 28, 2021

Time: 1320 – 1340 hrs

Attendees: Holly, Vivian, Emily, Jaime, Chelsea, Myles, Jocelyn

Recorder: Elwood

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### 1. **Be LOUD when dropping off STATs**

- MLTs have complained that they are not aware when samples are being dropped off
- Be loud and interrupt them no matter what they are doing (This includes if they are on the phone, in a meeting, working on the computer, etc!)
- Ensure that they acknowledge you verbally or by physically signaling you

### 2. **Specimen Control Centrifuge**

- Set timer when samples are clotting
- Empty the centrifuge when it is finished and beeping

### 3. **COVID Swabs**

- COVID swabs if not being accessioned in specimen controls are to be delivered to Microbiology
- Clerks prioritize ordering COVID swabs
- Swabs that arrive when clerks are absent (i.e. after 8pm or when they are sick) are to be delivered to micro for Jocelyn to accession

### 4. **Unpacking Coolers**

- Remove all blue pads from cooler
- Gel/ice packs can be returned in cooler

### 5. **Active Offer**

- There will be external audits occurring soon
- Familiarize yourself with Active offer phrases and location to find extensions and resources
- Would like to recognize Emily for her successful internal audit from language services

### 6. **Instructions for 24 Hour Urine Collections**

- Reminder that all kits issued should include collection instructions.

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- This is especially important for 24 hour collections as we've a few incidents recently reported where clients were missing these instructions
- 7. Collection Time for inpatient and ER samples**
    - Sample collected in the hospital must have a collection time
    - Do not enter 0001hrs for samples collected in the hospital.
    - You may do this for samples from communities as long as there is a collection date indicated on the requisition
  - 8. Empty Stickers on COVID Containers/Boxes**
    - We've had 2 separate incidents recent where 10-15 samples were sent back to the COVID clinic in error
    - Please place an empty sticker on the containers being returned to the COVID clinic to seal the box shut
    - Single signature only at this time
  - 9. YPCC vs Archibald Testing Site**
    - There are 2 COVID clinic sites
    - YPCC still submits samples
    - Archibald is where the majority of the samples are coming from
    - Archibald site is located past the airport
  - 10. New Large COVID TDG boxes from Archibald Site**
    - There are new large Styrofoam + card board TDG containers for the transport of large number of COVID samples during mass swabbing
  - 11. Post Vas Semen Samples**
    - Submission criteria of Post Vas samples are not as specific as fertility samples
    - Post Vas samples can be collected in communities and sent to us
    - Post Vas is only looking for presence of sperm and therefore collection, temperature regulation and time are not as important

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### 12. **Coag Glass Pour Off Tubes**

- Remaining inventory of glass pour off tubes are now in Lab Out Patients
- Once this inventory is depleted we may switch over to plastic coag tubes

### 13. **Performance Reviews**

- Elwood will be completing everyone's performance reviewed this week. Please ensure that you have completed your self-evaluation before your meeting with him

### 14. **HealthNet Viewer Access**

- Elwood has confirmed that all MLAs and Clerks have access to HealthNet Viewer
- If you have forgotten your password, phone to have it reset
- Elwood will be checking with each and every one of you to ensure that you are able to log in

### 15. **Hoodie Order**

- Money due this Friday (pay day)
- Please e-transfer money and mark down your size

### 16. **Elwood is moving ☹️**

- Elwood is moving to Fort Smith to be the Regional Manager of Allied Health
- His last day will be June 25
- He has vacation booked for May-June, and therefore will be away starting May 21