

Core Laboratory Weekly Meeting
28 July 2021 (Wednesday)
Start Time: 1225 h
End Time: 1250 h

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

I. Instrumentation Update:

No.	Topic	Author	Discussion/Action
1	Clerk duties and responsibilities	LS/JD	<ol style="list-style-type: none"> 1. Order COVID samples. 2. Unpack coolers. 3. Answer the phone. 4. Answering the tube. 5. They should not be labeling specimens. 6. Order core lab samples as they arrive before they are collected.
2	Hematology bench for phlebotomy	JD	<ul style="list-style-type: none"> • As per Jen, the Hematology staff can't say "NO" on blood collection. • If you have any issues with that, please e-mail Jen and CC'd me.
3	Sleeping room in the basement	RR	<ul style="list-style-type: none"> • As we are aware that there are sleeping rooms in the basement and some staff in the hospital are able to use those rooms. • I e-mailed Jon Balmer to inquire regarding those rooms if we can use them when our staff is on-call, and Jon forwarded to his manager and to the upper management for further actions. • No response yet as of today.
4			
5			



II. Policy Review:

No.	Topic	Author	
1			
2			

III. Staff/COVID-19 Update:

No.	Topic	Author (s)	
1	Browsing unrelated work websites while on shift	RR	<ul style="list-style-type: none"> While on your shift, you are not allowed to browse or open any unrelated work websites as this issue may proceed to disciplinary actions.
2			

IV. Suggestions:

No.	Suggestions	Author(s)
1		
2		