Inuvik Regional Hospital

285 MacKenzie Road

Inuvik, NT X0E 0T0

**Weekly Laboratory Meeting**

**07 September 2021 (Tuesday)**

**Start Time:** **1400 h**

**End Time:** **1440 h**

Present: Ren, Celica, Marizel, Neahlanna, Karen

Regrets: Wanda

Recorder: Celica

**I. Instrumentation/Tests update:**

|  |  |  |
| --- | --- | --- |
| Topics | Author | Comments |
| 1. ABL90 | RR | * I am still doing my mini-validation of our two (2) ABL90 (blood gas analyzers). * Sensor cassettes and solution packs will be ordered at Radiometer. * Please do not touch the instrument. |
| 2. Excyte® Mini | RR | * Our ESR instrument will not be ready yet. * Please do not touch the instrument. |
| 3. PKU and NBIL | RR | * Collection of PKU samples is between 24 hours and 72 hours post-delivery. * You can collect PKU and NBIL separately as per ward request. |

**II. Policy Review:**

|  |  |  |
| --- | --- | --- |
| Topics | Author | Comments |
| 1. Dress Code | RR | * Sign-off sheet for this policy. * Scrubs, lab coats, and masks ***must be worn*** when working in the lab as part of the PPE and accreditation. * Blue lab coats in the lab; white lab coats outside the lab. * Goggles must be worn when:   - leaving the lab;  - collecting samples at outpatient or various wards;  - a lab staff is on self-isolation.   * Fans are not IPAC approved, thus, we will remove them in the lab. |
| 2. Electronic gadgets in the lab | RR | * Sign-off sheet for this policy. * Personal electronic gadgets either for ***calling*** or ***texting*** are ***not allowed*** to be used during working hours in the lab as part of the accreditation. * If an emergency call is expected, please let the supervisor knows, and cell phone must be on vibrate mode. * Personal emergency calls must be answered or done outside the lab area to avoid cross-contamination and for your safety. |

**III. Staffing/Miscellaneous/COVID update:**

|  |  |  |
| --- | --- | --- |
| Topics | Author | Comments |
| 1. Duties and responsibilities | RR | * Please observe and fulfill your duties and responsibilities. * We work here in the hospital to cater and serve our patients to help them get well. |
| 2. Lab breaks | RR | * For 0700h shift – break time will be at 0930h. * For 0900h shift – break time is either 30’ or 1 hour.   *Please help if you are not busy or Marizel can ask someone to relieve her from phlebotomy.* |
| 3. Early morning calls | RR | * For on-calls – if you have a call between 0600h and 0700h, please ask the doctor or nurse if it’s a STAT; if it’s routine, then advise them to delay it until the 0700h lab staff arrives. * For now, we are suggesting this to avoid extended rest periods as we are short staff. |
| 4. Papers and clutters | RR | * Please avoid clutters in the lab and observe cleanliness. * Place your papers on the provided binder holder located near the printer. * At the end of your shift, please disinfect your working areas. |
| 5. Date and initials of reagents or  supplies | RR | * As part of our accreditation, please date and initials of all reagents or supplies as required. |
| 6. Date and time of collection  from ward samples | RR | * When you receive a sample without date and time of collection, please return it to the ward and ask them to complete the missing information. |
| 7. Opening returned boxes  before putting in storage room | RR | * Please ensure that you open all boxes completely to avoid leaving some samples in the boxes. * Attach an **“EMPTY”** sticker to the empty box, initial and date as well. |
| 8. Replenish or stock supplies | RR | * When working on a bench, please ensure to replenish or stock the supplies appropriately (e.g., replenish the plastic pipettes, stock some cups, etc.). |
| 9. Phlebotomy cart garbage | RR | * Please ensure that the garbage bin within the phleb cart must be cleaned at all times to prevent dissemination of germs to other patients. |
| 10. Allied healthcare  communication | RR | * Please communicate with other allied healthcare professionals or any staff/patients with respect. |
| 10. Appropriate professionalism  behaviors | RR | * Let’s make our lab an ideal place to work with by applying good professional behaviours in the lab. * The language of choice in the lab is English. * Staff are not allowed to browse the internet for non-related work activities (e.g. browsing for the latest fashion clothes at amazon, current personal cell phones, etc.). |

**IV. Suggestions:**

|  |  |  |
| --- | --- | --- |
| Topics | Author | Comments |
|  |  |  |



Inuvik Regional Hospital

285 MacKenzie Road

Inuvik, NT X0E 0T0

**Dress Code Policy 01-07-V1**

*Sign-off Sheet*

All laboratory staff are required to read, understand, and abide by the policy and confirmed by signing and dating the sign-off sheet:

|  |  |  |
| --- | --- | --- |
| **Staff** | **Signature** | **Date** |
| 1. Marizel Manalili |  |  |
| 2. Celica Biscocho |  |  |
| 3. Neahlanna McLeod |  |  |
| 4. Karen Smith |  |  |
| 5. Margaret Steele |  |  |
| 6. Ren Roque |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Inuvik Regional Hospital

285 MacKenzie Road

Inuvik, NT X0E 0T0

**Use of Electronic Gadgets Policy**

*Sign-off Sheet*

All laboratory staff are required to read, understand, and abide by the policy and confirmed by signing and dating the sign-off sheet:

|  |  |  |
| --- | --- | --- |
| **Staff** | **Signature** | **Date** |
| 1. Marizel Manalili |  |  |
| 2. Celica Biscocho |  |  |
| 3. Neahlanna McLeod |  |  |
| 4. Karen Smith |  |  |
| 5. Margaret Steele |  |  |
| 6. Ren Roque |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |