Inuvik Regional Hospital

285 MacKenzie Road

Inuvik, NT X0E 0T0

**Weekly Laboratory Meeting**

**24 September 2021 (Friday)**

**Start Time:** **1420h**

**End Time:** **1450h**

Present: Wanda, Ren, Marizel, Neahlanna, Karen, Margaret

Regrets: Celica

Recorder: Ren

**I. Instrumentation/Tests update:**

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| Topics | Author | Comments |
| 1. EQAS for September | RR | * All EQAS samples for September submission were all performed and submitted. * The next one is EQAS-CBC on October 11th. |
| 2. EQAS panel on Vitros 350 | RR | * A new panel on Vitros 350 was created for the EQAS-Chemistry (i.e. EQAS-CHM) and EQAS-TDM for an easy access. |
| 3. Vitros 350 cartridge supply | RR | * Take out a new cartridge when a certain test reaches a minimum of 10 tests left instead of 20. |
| 4. QASI-COVID19 Session 7 | RR | * Preliminary analysis is successful. Kudos to Wanda. |

**II. Policy Review:**

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| Topics | Author | Comments |
| 1. Positive enrollment for new  staff | RR | * Upon receiving and completing your job contract, please ensure to read and e-mail HRHelpDesk especially for indeterminate and term employees.   *“It is your responsibility to schedule a Benefits Documentation Session by emailing* [***HRHelpDesk@gov.nt.ca***](mailto:HRHelpDesk@gov.nt.ca)*” or calling* ***866-475-8162****. A wait period and or additional requirements may be imposed for some insurance applications received after 60 days of eligibility.”* |

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

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| Topics | Author | Comments |
| 1. Communication – lab samples | RR | * Referred samples from clinics must be monitored and phoned results either to the doctor or nurse-in-charge only, as requested. We will post a sample alert posted in front of the BB/Chem freezer. |
| 2. PPE reminders | RR | * Please apply appropriate PPE when working in the lab especially wearing of lab coats. * To protect you and your scrubs from any spilled samples or other contaminated stuff in the lab. |
| 3. MLT staff start date | RR | * Linda Beaton will arrive on October 12th and start her training as well. |
| 4. Biohazard box in Chemistry  and Hematology | RR | * There’s a biohazard box in Chemistry where you can throw any biohazard materials such as disposable plastic pipettes, used cups, used cartridges, etc. * **DO NOT** discard your ***gloves***, ***boxes,*** and ***cartridge wrappers*** in the biohazard bin; throw them in the waste bin just beside the biohazard box. |
| 5. Staff entrance and exit | RR | * When you are going for a break, please do not use the path on your left where the clinics are located; it’s actually an access for the patients and the doctors. * Please use the path on your right side when heading out of the lab if heading for a break and going back to the lab. |
| 6. Special treatment of patients | RR | * Phlebotomy – do one venipuncture at a time at the designated place in the lab. Please do not collect blood outside the OP phlebotomy room. It’s for your patient’s safety and not allowed for patients to be exposed in the lab. * STAT samples – if lab reqs were not assigned as STAT, do not order them as STAT or do not promise the patient to do it immediately. |
| 7. Professionalism behaviours  reminder | RR | * Respect among coworkers and allied health care professionals. * Follow the GNWT policies professionally. |
| 8. Late shift | RR | * Please ensure to disinfect your bench and make the lab tidy before heading home. |
| 9. Cell phone users | RR | * Only managers and supervisors are allowed to use their cellphones in the lab as certain suppliers, technical staff, and vendors are calling them. |
| 10. Check samples and lab  requisitions | NM | * There are instances that samples do not match with the lab reqs. Please ensure to match the samples and lab reqs correctly. |
| 11. Mnemonics in the LIS when  collecting blood samples | RR | * Please use the attached mnemonics in the LIS when collecting blood samples and when in isolation room. |

**IV. Suggestions:**

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| Topics | Author | Comments |
| 1. Extra terminal monitor for UA | RR | * As it is a least priority to have a terminal monitor for urinalysis, just use the terminal in TM for now. |
| 2. Metal platform to be ordered  for most of our Hematology  reagents | RR | * I will order some metal platform to support or hold most of our Hematology reagents instead of lying on the floor as part of safety in the lab. |
| 3. Retention of documents in the  lab | RR | * For POCT results – retain them for two (2) years. * Other lab results – *will look into it*… |

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**Blood Collection Codes used in LIS**

Please use the following codes appropriately:

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| --- | --- | --- |
| **Code** | **Meaning** | **Notes** |
| **PHLEBOTOMY** | | |
| **TRY1** | One EXTRA Venipuncture | Poking the patient for the 2nd time |
| **TRY2** | Two EXTRA Venipunctures | Poking the patient for the 3rd time |
| **TRY3** | Three EXTRA Venipunctures | Poking the patient for the 4th time |
| **TRY4** | Four EXTRA Venipunctures | Poking the patient for the 5th time |
| **TRY5** | Five EXTRA Venipunctures | Poking the patient for the 6th time |
| **ISOLATION ROOMS** | | |
| **ISO1** | Isolation Activities x 1 | One phlebotomist inside the isolation room |
| **ISO2** | Isolation Activities x 2 | Two phlebotomists inside the isolation room |
| **ISO3** | Isolation Activities x 3 | Three phlebotomists inside the isolation room |