**Staff Meeting**

**Core Lab Nov 30 , 2022 @ 1400**

**Attendance: Theresa, Jobelle, Megan, Vanessa**

**Regrets: David, Keanna, Bayo, Erin, Jeff**

**Time Started: 1400**

**Time Ended: 1430**

1. Staffing:
* MLT 1 postings have gone up- 1 Indeterminate and 1 Term (1yr), will stay up until filled
1. New Business:
* ABL QC- Make sure to check lots before loading new QC vials, if you are loading a new lot of QC make sure the values are inputted into analyzer before you begin. If you have to change it over and are unsure please ask.
* My Learning- Please keep an eye on your mandatory learning. You have to make sure you check the “non compliant” list to see if you have any that are due. I found that mine says I am 100% complete but I have quite a few that are due! If unsure how to find that list come see me and I can show you how. I will try and schedule time off the bench to do this, as I will now be doing a monthly report on everyones progress. Keep in mind if you are working over the holidays and it is not as busy, take advantage of this time to complete some of your assignments.
* A1C samples- please put tubes back in the Hemtology rack when done. The samples are only good for 3 days so no need to take up the space in the Chemistry racks
* Performance Docs- Please make sure you have your documents up to date as I will be scheduling everyone for the Dec check ins.
* CSMLS dues- Do not forget to pay your dues for 2023 and then submit them into Peoplesoft for reimbursement. IF you have any questions on how to do this let me know.
* Pending list- 1. When checking your pending lists at the end of the night and you are missing samples from the other sites, Hay River and Inuvik, please do not leave it for the day staff to look after. Send the corresponding site an email through SoftComm letting them know what you are missing. Try not to leave your pending for to late in the night so you have time to go through your racks. 2. Please make sure you are going through the TQC pending list that prints off on the week end. It is really important that this is done weekly so everything is up to date in TQC. It makes for a real mess when somebody does it after a month or two and they are left with fixing a large amount of items. Again if you are not sure what to do with this list please ask.
* UDS- A reminder that we only perform Urine Drug Screens on Inpatients and ER patients. No UDS to be performed on OP or CHC samples.
1. Updates:
* Vitros Maintenance- Make sure you are cleaning up your garbage when done, Alcohol swab wrappers were found inside. This can lead to potential problems if stuff is getting left in there. Also a reminder to only use cotton tip swabs when cleaningthe Tip sealers.
* QC- Follow guidelines on when to switch QC vials ie Hematology QC gets switched every 7 days, it may be good practice to do this on Mondays so everyone does it consistently. Please check your Chemistry Job Aid when it comes to the different QC vials
1. Safety:
* Sick Calls- Please do not forget to notify a supervisor when calling in sick
* Masking policy- Readers discretion. You can use your discretion when it comes to wearing a mask, but please remember you **MUST** wear safety goggles when handling specimens!

Round table:

* Downtime Dec 3- They will be going Live with SoftBank 3. The downtime is schedule to happen from 3pm-12am. LIS will be on site when they start, and they will be back towards the end when they will do their testing. For those on the week end, please look over the downtime procedures
* Please ensure you are performing the 2nd checks in BB. Techs on the bench and on evenings are responsible for doing these checks daily. Please ensure you are going back at least a month to make sure you are catching those samples being sent to CBS are being caught.