**Staff Meeting**

**Core Lab Sept 20,2022 @ 1500**

**Attendance:** Jeff, Vanessa, Keanna, Tessa, Megan, Julian, Bayo, David

**Regrets:** Theresa, Erin, Amy

**Time Started:** 1500

**Time Ended:** 1533

1. Staffing:
* Jobelle- New hire into a FT Indeterminate position and she will begin on Oct 17
* MLT 1 posting has gone up for another FT Indeterminate position
* Tessa’s contract ends Nov 18 and Julian’s ends Oct 27
1. New Business:
* Vitros Maintenance- Due to the high volume of A1C’s we are now running, it has been advised that we clean the Secondary Tip Sealer daily now. The task has been added to the daily checklist on the analyzer.
* BB Temp and Maintenance record sheets- Even after a few emails being sent out by Amy, the Blood Bank Maintenance logs and temps are still not being completed on a daily basis. It is the responsibility of the tech scheduled in BB to make sure these are being completed. Ie: 0700 temps, the 0630 person routinely will do these but it is the BB techs duty to make sure they were done and complete if necessary
* Dexterra Tickets/Phone #- As you have noticed we have a newly outlined area or garbage. After our safety inspection it was noted that we are placing to much in that one little area. So if you notice the amount of garbage is becoming too much please call Dexterra to have them come pick it up right away, do not wait for the evening guy to collect it. Alternatively you can put in a Dexterra ticket. Also, if we know we are getting a big Ortho order, we can place a ticket and they will bring us up a container to fill while we are unpacking the boxes.
* Payroll Cheat Sheet – Lindsey has made a new cheat sheet for some of the more common pay codes for Peoplesoft. It will hang by the schedules for those of you needing to use it.
* Please remember to date **ALL** materials when opening them, as well as looking at the expiration dates. When making up QC, or any material that can be frozen multiple times, make sure you are also marking the number of times it has been thawed. If changing to a new lot of material make sure you are activating that lot in TQC and closing the old lots. If you are unsure of this procedure please come see me and we can walk through it. In BB make sure you are editing your racks as well to make sure it reflects the materials you are using
* Inventory- We are having a lot of issues with inventory lately, where I am only being notified of shortages at the last minute. If you notice something is getting low mark it up on the board, and do not assume someone else has taken care of it. You can always double check the inventory binder to see if the item has been ordered. I will continue putting orders into SAM so I can keep track of how much is being ordered, but it is everybody’s responsibility to help keep track of inventory
* Post Vas samples- there will be some changes coming to the procedure for Post Vas samples. Dr Kessler will be doing a 2nd Post vas on those patients that had “Sperm Seen” in the samples. She will clearly mark on the req that it is a 2nd Post Vas, however, with these samples if we see sperm she requires us to report whether they are motile or non- motile. With these samples it will also be important that it arrives in the lab within 30 minutes of collection, so no samples from the CHC’s will be accepted. I will let you all know when the procedure is amended. In the meantime come see me if you receive one of these samples.
* EQAS/CAP samples- please store samples in the blue buckets in the walk-in fridge when completed, The Cardiac samples will go in the plasma freezer.
* New Lot to Lot/Calibration sheets- I will be writing a new procedure, to go along with the new Calibration sheets that we will begin using. The new procedure will now incorporate running 5 patient samples on both the new and old lot numbers. This added step can help us assess our results better when not enough lab/points are in Unity
* Calling cancelled results to floors and CHC’s: Please make sure you are calling all cancelled results to floors and the CHC’s. If it is from a CHC and it is after hours and you are unable to reach anyone leave a note for day staff to contact them.
* Competency assessments- I am working on another new procedure so I can incorporate Competency Assessments for staff. I will be writing down any proficiency testing you complete, when the report comes back I will notify you and if any issues we will sit down and go over it. I am also going to start doing a differential competency, whether it is me reviewing slides you have completed, or picking one slide a month and having each tech complete it… I will keep you posted
1. Updates:
* Schedule: Sunday Call split seems to be working better, so I will keep scheduling it that way for now. STAT holidays- we are going to revisit the working of STAT holidays again. Some have said they would like extra support on these days, or time to work on their mandatory courses. Over the next couple of days think about it and let me know your thoughts. It may go back to me just scheduling everyone, including an evening shift, and if you want to request it off you can fill out a form.
* Calibrating on both Vitros- Please remember when you are calibrating items on the 5600 to also calibrate them on the 7600. This will help us out while doing validation work and also save on supplies.
1. Safety:
* Please make sure you clean your bench/area at the beginning and end of your shift, clean blood splatter on walls, etc. It was noted on a safety inspection that the work areas were not being cleaned well.
* Everybody now has their own hooks to hang their lab coats. So when leaving the lab you are to hang your lab coat on the hook and not over your chairs. Also, it was brought to my attention that people are leaving the lab with their dirty lab coats on, please remember to remove it even if you are just going across the hall for something
* Phase 2 of the lab clean up/organization will happen sometime in the next couple months. If you have any personal items on the shelves or in the drawers please place them in your locker.

Round table:

* Question was raised about having 2 MLA’s on the week ends again. Until the specimen control area can regroup this will not be happening.
* Workload- we can potentially look at scheduling 2 techs on the chemistry bench when both analyzers are up and running, one for patient testing the other to look after cals etc. This of course will depend on staffing.
* Call backs- it was asked if we could reach out to the PCC’s about the number of calls most nights. This has been an ongoing issue that seems to be getting worse. Ie called in to only do a drug screen, something that could have waited until the tech was in for something else.