

Staff Meeting

Core Lab Jan 25, 2023 @ 1400

Attendance: Megan, Jeff, Jobelle, Keanna, Erin, Theresa, Amy, Celica

Regrets: Bayo, David

Time Started: 1358

Time Ended: 1415

1. Staffing:
 - Posting still up

2. New Business:
 - 2023/2024 Bulk Annual Leave- A reminder that all requests for bulk leave are due on Jan 31, 2023 to be eligible. After bulk leave is gone through and complete, all vacations requests are then done on a first come first serve bases.

3. Updates/Reminders:
 - Biohit pipette in BB- Ensure it is sitting on the charger correctly.
 - Na & K – A reminder that you must calibrate both analytes at the same time!
 - Maintenance on 7600- As we are starting to receive back approved analytes from DynaLife I want to make sure the 7600 maintenance is being completed. Please make sure you are completing the daily maintenance at least once a week at this point. As we get closer to our go live this will have to be increased
 - Stainer maintenance- Ensure you are doing the daily maintenance as well as the Weekly and Bimonthly! As I was signing off the records I noticed this is being missed quite frequently. We are awaiting our supply of methanol, but in the meantime use the Isopropyl to clean it.
 - Save any high SALI, ACET, ETOH samples for Inuvik- They are preparing to do a validation on their new 3400 and will require samples from us. If you have one aliquot it off and place in freezer. Also please write the result on the tube

4. Safety:
 - Reminder that even though you may not have a mask, you must have on lab gown and goggles when handling open vessels.

Round table:

Amy- A reminder for the 10 BB tech, you must check daily temps when you start your shift. It is not the sole responsibility of the 0630 tech. New products coming in, but the procedures should stay the same. This could happen within 6 months.

A reminder to look at outdates on all our units, including the special ordered ones. If something is within 7 days of expiring please try to give it to a patient to avoid it being tossed.

Hi/Lo temps checks are not being done quarterly. Amy has done these in the past but it is now the sole responsibility of the techs, keep an eye for when they are due. Amy and Jobelle will do this quarter when she is training.

Erin- Please ensure you are changing lot numbers over in TQC. It has been noticed that this is being forgotten quite a bit.

Also ensure you are checking the Chemistry TQC log that prints on the weekend.

Theresa- Please ensure the water bath cleaning is being completed. If you turn over the temp chart the cleaning schedule is on the back side.

Centrifuges- Please ensure you do not play to much with the settings on the centrifuges. It was noticed by a tech that they were all set to 1200g's which is to low..... they are all currently set at 3500 RPM's, please do not change. The latch is being fixed on the Stat spinner and hopefully we will get it back within the next couple weeks.