

# Staff Meeting

Core Lab March 8, 2023

**Attendance: Megan, David, Jobelle, Erin, Bayo**

**Regrets: Theresa, Jeff. Amy**

## 1. Staffing:

- 1 Ind hired- Start date of June 5
- 2 IND in progress- Potential start date of May/June
- 1- 3 month casual contract - May- Aug

## 2. Updates/Reminders:

- 7600- I have received an email from Sandy stating our project has been completed, and we can begin to use the 7600. We still have to do a Max Dilution study on the Gents, but they are willing to overlook that for now to get us completed. We will not go live until I return from vacation at the end of March. In the meantime, I would like you to work as a team to have the 7600 ready to go, this means having all reagents loaded and calibrated. We should also try to get all maintenance caught up, this includes any weekly or monthly stuff that is required. We decided as a group that staff will start this process on March 20, this is to avoid having reagents sitting on board too long and expiring before we go live.
- ABL 90 – still needing 3 Arterials and 5 Capillary samples- Respiratory will bring any Arterials they collect down to the lab for testing. Please run these samples on the ABL90 and ABL800. If they bring the results they got, please attach those as well.
- MTS- A reminder that all minute meetings will now be on MTS for you to go and read over and this will also be a way for me to document that you have read and understood all information provided.
- Lisa Vacation March 10-29, returning March 30. While I am away you can see Laura or Veronica for any issues that may come up.
- Date Stamper- I have purchased a Date stamper so we can time stamp inventory when it arrives. For any QC, Calibrators, manual kits, etc please remember to stamp them. The apparatus will be on the shelves by the Sysmex reagents. Spare labels will be kept in my office. I am hoping this will help with inventory management.

