

# Staff Meeting

Core Lab April 12, 2023

**Attendance:** Jeff, Theresa, Jobelle, Megan, Bayo

**Regrets:** Amy, Erin, David

- Microtip Notice from Ortho- Please ensure you read the notice we received from Ortho in regards to pre-opening/loosening the covers to the Microtip reagents. This will help alleviate the problems that have been occurring.
- Payroll- A reminder that when working overtime on the week end, and it falls within the shift premium hours, you add the extra hours onto your PS2 (shift premium code) not your PS3 (week end premium code)
- Temperature Logs- Please make sure to look on the back of the daily temperature logs. Some of them have monthly activities to do.
- Gases- To save room on the daily Chemistry racks, we will stop saving the Arterial/Venous gas samples. Going forward you can keep them on your bench until the end of the day/shift and then they can be tossed in the biohazard garbage. Since the Lithium Heparin samples are good for 4 hours we do not want to toss right away in case you need to use it.
- KPI's- After completing the TAT statistics for the last quarter, we need to improve our times. Please watch your INR's, I think the issue here is people are putting them on and then forgetting about them. If you have any ideas on how to improve this let me know, in the meantime please watch carefully. Another reminder is to make sure you are putting in a Call Comment when tests are being added on. This can make a difference when it comes to the Trop's, in a lot of situations it appears the trop took so long to report because it was an add on, but if there is no comment I can't do anything about it. If you need to be shown where to put the comment please let me know, I have also asked Veronica to remind the MLA staff.
- Syphilis- Please aliquot all SYPH's, Positive and Negative, for Adelaide. She will be performing a validation on a new POCT test for SYPH.
- QC- Starting April 14, 2023, we will run Chem 1 and Chem 2 at the end of the 0630-1430 shift. Please make sure it is the day staff putting this QC on so Evenings does not have to worry about it.
- Medipatient Upgrade- Please look at emails in regards to the Medipatient upgrade, there will be some new codes for wards.
- My Learning- Please be aware that all the My Learning modules have reset. Please have a look at your profile and start working on completing your mandatory training. With the reset, most staff are now below 80% completion. We will have some days where we will have some extra bodies, use this time to work on your training.

- Break Times- We have had some issues with break times so I am reminding all staff that in accordance with the Union you are entitled to 2- 15 minute breaks and 1- 30 minute break. You are responsible for making sure you take your breaks accordingly and remember to communicate with your co workers. You will not be combining breaks to take longer ones.