

Staff Meeting

Core Lab May 16, 2023

Attendance: Jeff, Megan, Bayo, David, Amy

Regrets: Erin, Theresa, Jobelle

- Break Times: Discussion was had in regard to break times. We are to follow the 15/30/15 minute schedule. Please adhere to these rules
- NT-proBNP II reagent- We are very close to going live with the new BNP reagent, just waiting for LIS to finish up a couple issues.
- Memo re Interim Changes to lab testing: All CHC samples will be sent to DynaLIFE effective May 15, 2023 and will continue until Sept 5, 2023. We will continue to run CBC's, Coag and Urinalysis on those samples due to the limitations around the sample stability.
- Calibrations on 7600: I will create a folder outside my office where you can put **all** calibrations in when completed. I will be reviewing all calibrations before they can be filed away and signed off as acceptable. Also remember you must look up the QC values on QCNet each time you run a calibration. These values change so you have to get the most updated ones online, and not use the ones from previous cal.
- Smear Reviews: When sending slides for PATH review, please ensure that all on site results are completed before you print off the patient report. We have had a few calls where the reports are missing results as they are still at **Pending**. Also watch your flags on the Sysmex printouts and follow the guidelines on when Diff's, Morphs and Smear reviews are required. If it shows a Blast flag, you must do the smear review each time.
- Appointments: As a reminder all appointments have to be approved by the supervisor. Please fill out a "Request For Time Off" form for all appointments and leave in the slot.
- Payroll: Another reminder to make sure you are using the right codes in SAM. When you go for an appointment do not forget to code it as CA1(Casual Leave) and rest periods are to be coded as RST1B. These codes do not affect how you are paid but we need to be able to keep track of how funds are spent.
- A1C Memo from Ortho: There are some issues involving the HBA1C reagent from Ortho. Until further notice you must only have 1 kit of A1C on at a time, with each new kit you must run QC every 8 hrs for 2 days. If there are no issues at the 2 day mark you can resume running QC as normal. I will notify if any new updates are made in this area. If you want to have a look at the memo, it will be located in the Memo's binder in Chemistry.
- A gentle reminder to restart all computers in the Core Lab at the end of your evening shift. This is part of the evening duties and is required by TSC.

- Accreditation: The big day is quickly approaching, so to start preparing for it I will be printing off some of the ROP's from the NTHSSA Accreditation hub and presenting them to you. This will help us in preparing for some of the things they may ask or be looking for during their visit. Today our goal was to make sure everyone knew how to log onto the NTHSSA website and you all passed! The site visit will happen the end of September
- CAP/EQAS Samples: I am going to start freezing our proficiency samples. This will help with their stability, as sometimes I need to go back and repeat some tests, and we tend to use some of these samples when validating the analyzers. I will make a separate bag for kit, so once you are finished with the sample you can place it in the appropriate bag.
- Veronica is now the Lab Safety person, she will be cracking down on all things safety. Make sure you are wearing appropriate PPE, no phones in the lab, no headphones or earbuds and in general be safe 😊
- OR results: I received an email from the OR about stat blood work during emergency situations. Her main complaint was when they had stat bloodwork the results were being sent to the ER and not OR. I asked for further clarification as I explained to her, if a patient presents in ER and bloodwork is sent over for testing then it will get accessioned as ER. However if they end up going to the OR they need to communicate this to us, otherwise we have no way of knowing. In the meantime she has given me the location she wants these reports sent, and it is STH0230-H401