

Staff Meeting

Core Lab Aug 4, 2023

Attendance: Erin, Uswald, Isaiah, Hanna, Jobelle, Jeff, Amy

Regrets: David, Tessa, Amelia, Bayo

- Ped QC- Please be aware that our NBIL2 QC is now only stable for 7 days once thawed, not 14 days. Please sign the bulletin that was placed on the Chem bench showing you have reviewed it
- Evening/After hour duties- It was brought to my attention that micro samples are not being dealt with properly on evening/off shifts. Please ensure if you unpacking boxes that you look at each micro sample to see what it is and make sure it is stored properly. If you receive a CSF you must follow the micro procedure to set up the plates and prepare the slide so it is ready for staining in the AM. This task is part of your evening orientation, and I have also begun having a micro tech go through the procedure with the new hires. To aid in the training Laura will be developing a Micro orientation/competency document and she will begin training staff. I believe she will start with the MLA's then the MLT's.
- Please ensure you are putting the packing slips in Material Managements mail slot once you have put our orders away. Without this slip they can not finalize the orders in their system.
- Another reminder to please fill out the Request for Time off sheets for all appointments, as these also need to be approved. It also helps me to manage the daily schedule if people are going to be leaving for appointments
- Carolyn conducted a safety meeting while I was away, and a couple issues arose that I want to remind you about.
 - Breaks- She documented breaks times were an issue- it is your responsibility to make sure you are taking your designated breaks. I know it gets busy, but you need to find those times when you can step away, do not forget you can always ask me to watch your bench if others are busy.
 - PPE-Reminder that you **MUST** wear lab gowns when working on the bench. The white lab coats should only be worn when going to the floors for collections. Lab gowns must only be used for the day then put in the laundry at the end of your shift. Lab hooks will no longer be "person" specific, but they will be labelled as "clean" and "dirty". I believe Veronica is currently working on this. Also personal sweaters cannot be hung on the hooks inside the lab, leave them in the break room or hang them in the bathroom. Finally the use of eye protection is still an issue. I have ordered some new safety goggles and masks and I will be looking into some

prescription ones from ULine. Please make sure you are donning your eye protection when there is a possibility of a splash.

- Please remember to save high Sali/Acet samples for Inuvik so they can get the data they need for the validation of their Vitros 3400
- Fires in NWT- As we all are aware we are having quite the forest fire season; I advise everyone to make sure they are making plans for their household on what you would need to do in an emergency situation. STH is working on our current Code Green procedure and how we would proceed if the fires started to threaten Yellowknife and Stanton. Please be aware that if an evacuation order is placed by the city, you as an essential worker are still required to report to work. You should also be prepared if we have to activate the Fan out list. If an evacuation happens and lab services are decreased you may be redeployed to help other areas within STH or even be redeployed to help other sites(Inuvik or Hay River) if we are sending patients to these sites. If you have a situation at home that may prevent you from reporting to work please come and have a conversation with me.
- ourNTHSSA- Please review procedure on how to log onto the site and look for policy/procedures! I want you to be familiar with the site before accreditation
- Coag CA 660 validation- Jobelle and I have finished our key operator training and we have begun the validation work up. Please save abnormal samples for PT, PTT, Fib and D Dimers. Write the test name on the tube along with the result and save in the freezer.
- September schedule will be posted today, please notice we have some days where we will have extra hands in the lab. Please use this time to work on your mandatory training. There are a few people who are not at 80% completion.
- ABL errors- Since entering new ranges on the ABL 800 we have been getting some new errors **H** (Barometer error) and **L** (cal error). After meeting with LIS it appears these errors are linking to the high/low values, look at results if everything appears OK you are OK to verify.
- Referral BB samples- These samples will no longer be done by CBS Edmonton. We will now be sending them to CBS NIRL in Bramton. They will ship by FedEx, so they will need to be ready to go with Buffalo at 3PM. If samples are to be done STAT please mark as so and call to inform them it is coming. Amy will make a folder for these samples.