

Staff Meeting

Core Lab October 27, 2023

Attendance: Jobelle, Jeff, Jolina, Theresa, Erin, Uswald, Tessa

Regrets: Amy, David, Amelia, Hanna

- A1C memo- We are once again going to have to start running A1C QC every 8 hours for 2 days before we can assure the kit is OK. You can also only have one kit on at a time. Ortho is looking into the issue and if I hear anything I will pass it along. Please read an initial memo posted in Chemistry.
- Sick calls- Please remember that when you call in sick you must notify me, or acting supervisor, that you are sick, as well as calling into the lab in the morning.
- Staffing- Posting just went up for a MLT, it will stay open until filled. Jolina will be starting on Friday Oct 27, 2023.
- Performance Doc- There are still some people who need to complete their part of the performance Docs, please do so as soon as possible and I will start setting up our meetings.
- Lisa Vacation- I will be on Annual Leave Oct 30 & 31, 2023. While I am away Laura will be acting Supervisor and Erin will be the Responsible Person.
- 7600 Validation- As we now begin the validation of the new 7600, please save any abnormal values you get. We need to cover the AMR for each analyte as well as dilution testing for those we dilute.
- Waste bins/Sharps containers- Please ensure you are not overfilling waste and sharp containers. Sharps containers should only be filled to the line and then replaced. The boxes made up with the yellow Biohazard bags should be filled based on weight, not volume. Max weight for these boxes should be 16kg.
- Fax machine in CORE is not receiving any faxes. Laura contacted DynaLIFE to let them know and to have reports sent to the BB fax machine. If taking reports off, please look to make sure there is nothing in the pile for BB. TSC is working on it but it could take days to resolve. UPDATE- This is now working
- BB Inventory- Reminder this task needs to be completed before 10am!! From this point forward, the tech working 0700 will be the responsible person to perform this task before the deadline. Since the sheet only prints at 0800 this should be the first thing you do when you return from rounds- Maybe ask LIS if we can have the report print before 0800 so the tasj can be done before going for rounds? The main section to report is the RBC's, the products can wait until the 1000 person arrives. Also, do not forget to do this task on weekends! With the issues surrounding blood supply this is an important task, and our site has not been compliant with it as of late.

- BB Plts- Please make sure you are recording the temperature every 4 hours when we have platelets in stock. When you leave at 2300, please notify the PCC that they will have to carry out this task once you leave. If this continues to not work, the on-call tech will have to come in on a call to record the temp at 0300. Erin has made a sign to notify staff when we have plts on hand.
- LIS- Lena's hours will now be Tuesday-Saturday, 8-4. On Tuesday and Thursday she is unavailable from 10-2.
- Fluids- Make sure you are pouring off samples into correct tubes. A fluid for Chemistry was sent to DynalIFE in a lavender tube instead of a red top. If they send the sample in the wrong container you can always check micro to see if they have a sample that you can aliquot from. If you are unsure, please look up the requirements in the test directory.
- CSMLS Dues- A reminder that our CSMLS fees are due again. Don't forget that once you renew you can submit an expense claim in PeopleSoft for reimbursement of fees. If you need any help with submitting a claim let me know.
- Post Vas Procedure- We have a new procedure for these samples. I am currently having them peer reviewed so I can send off for approval. In the LIS there have also been changes to the reporting. Now when you report seeing sperm an order will reflex for motility % and grade. You will need to go back into the worklist to report these. Lena has also sent an email out about this change.
- Acetaminophen- Our current order is on back order until end of November. In the meantime, please only run QC when you have an order. Please keep me posted if we are getting to the end of our supply.