

# Staff Meeting

Core Lab Nov 22, 2023

Attendance: Jeff, Tessa, Jolina, Hanna, Erin, Amelia, David

Regrets: Theresa, Jobelle, Uswald

- CSMLS Fees: A reminder to pay your yearly dues and have them submitted for reimbursement.
- HBA1C Samples: A reminder to pay attention to your CBC samples for those that may also require A1C testing, many A1C's are being missed as they are being placed back in the CBC rack and not brought to Chem bench. If it makes it easier to remember, have a system in place that will remind you, ie: run all samples that require A1C on analyzer B.
- A1C- Ortho is still having issues with A1C's, please make sure you are following the guidelines provided: Only **ONE** pack on the analyzer at a time, QC every 8 hrs for 2 days if QC stays acceptable you can run every 24 hrs. Keep an eye on volumes, ie: if it is time to run QC and you have 20 tests left, run 20 samples, change pack and then QC. Or, if 3 tests are left, toss kit, put on a new one and QC.
- Early Pay Cut Offs- **Dec 13**- for the Dec 22 pay and **Dec 19** for the Jan 5 pay.
- Urines- For the next couple days you will have to manual enter all urinalysis results. I spoke to Lena about switching over to the new port, but because of the type of analyzer TSC would have to come in and this requires too much work for 2 days of being offline.
- BB inventory- We are doing a trial run where Techs will record RBC inventory as soon as they return from rounds. We are going to try this for the meantime as the specimen control team is losing a couple staff members and it was suggested that having the techs go for rounds first may be a better option. We will monitor this and change the process if it is getting missed.
- Shelves- As you can see, we are finally getting our shelves. The process was supposed to take 5-6 days per section, but the guys are knocking it out of the park and completing them in 2 days. Micro will be the next spot, followed by hematology and then BB. Once they are up, we can then start organizing and decluttering the lab! Anyone looking for Ortho parts or tools, they have been moved to the storage room, by the walk-in fridge.
- Bone Marrows- Please do not take the rolling cart from Core Lab to the bone marrows. This cart is used by both Core and Micro and should not be taken to a sterile procedure, such as a bone marrow. Sometimes space at the procedure is limited so I will look into getting us a cart that will only be used for this reason. In the meantime, if the doctor is using the tray in the room ask if there is another one you can borrow.