

Staff Meeting

Core Lab Nov 29, 2023

Attendance: Jobelle, Jolina, Amelia, Erin, Hanna, Uswald

Regrets: Theresa, David, Jeff, Amy, Tessa

- Calibrations 7600- I have placed a new binder in the Chemistry bench with all pending calibrations, those requiring WW means from BioRad. These should be checked on the 15th of each month. There is a log sheet in front for you to record when this task has been completed, please make sure you fill it in so as to prevent others from repeating the task.
- New shelves- As you have seen our new shelves have arrived. We are rearranging supplies to help declutter the lab. Please feel free to move things around to suit workflow. My goal is to empty a couple of silver shelves!
- ABL- There was an issue last week where nobody noticed that QC had not been run for a couple days. Please ensure you are checking all the alarms (yellow stop lights) each day. This includes QC, Reagents, and maintenance. Erin has shown most people things to look for and how to troubleshoot.
- 7600 Validation- As Jeff and Jobelle continue with their work on the new 7600, please save any abnormal samples for them, especially when it comes to those we may not see often, immunes and infectious.
- i-Stat- Please ensure you are checking lots when opening new boxes, expiration dates, open expiration dates, etc when running QC/patients. New lots are not always being registered in TQC, QC is still being used, even if past the open expiration dates.
- Post Vasectomy SOP- I have drafted a new SOP for Post Vasectomy testing. It has gone through peer reviews and was sent off to Dynalife for final review. I just received the go ahead from Dynalife, but it will still need to be signed off by the committee, so in the meantime I have placed the Draft copy in the Fluids binder. I will also place it on MTS for you to review and sign off.
- ABL800- Please do not soak the inlet gasket when cleaning. They have been found on numerous occasions sitting in a beaker of water. Because they have been sitting in the water for prolonged periods some of them have rusted, and this could be an issue with the analyzer's performance.
- Drug levels- Please make every attempt to get all the required information when it comes to drug levels ie: date and time of dosages, dosages etc. this is information that prints out on the report and we should be collecting it.
- Secure Print- Our new fax machine will be installed this weekend, and it will have a secure print feature. I will post the instructions on how to set up your password, as well I will attach it to the minutes of this meeting. You will need to set up a password for

EACH workstation, but you do not need a different password for each. Faxes will happen as usual, as will LIS patient reports and copying/printing. When you want to print off a document this is when you will have to go to the printer and put in your password before it will print.

- Community samples- We are trialing something new in the evenings. To help prevent the Evening staff from getting CHC's samples towards the end of their shift and being stuck here late, we are going to stop entering samples by 2200, as long as they will not time out. I know this will then leave samples for day staff, but at this time it may be the lesser of 2 evils. We will try this and see how it goes.