

Staff Meeting

Core Lab Dec 7, 2023

Attendance: Jolina, Amelia, Hanna, Uswald, David, Tessa

Regrets: Theresa, Jeff, Amy, Erin, Jobelle

- As we have had some issues with remembering some assigned tasks in the lab, it was suggested we have a checklist to help with this matter. We discussed some of the items people would like to see, and they are: i-Stat QC, Urine HCG QC, Drug Screen QC, Hematology maintenance in TQC, ABL Maintenance/QC, Temp Recording, BB Inventory (before 10), Vitros Shopping. If anyone has any others they would like to see let me know. It was discussed that this list will be posted on the white board by the schedule, and it would be everyone's responsibility to check it. If we notice things not checked off we are to mention it to the person working on the particular bench. Hopefully this will help make sure all tasks are completed. I will be working on the checklist over the next couple weeks.
- NVCI- I signed everyone up for the NVCI training and most should have received an email with their access to the online training. This will need to be completed as soon as possible as the in-person training will be taking place in January. Over the next couple of weeks, we will use the back computer to get this done, if you need coverage for your bench and we do not have extra staff let me know and I will cover. The module should take approximately 2.5 hours.
- Mandatory Training- I am going to be a stickler when it comes to mandatory training. I will be monitoring this very closely and when people have courses reset, I will be letting you know so you can complete this ASAP. Let me know if you need help to get the time to complete these, as I can book out the computer room for people so they can work on it uninterrupted. You will also get an email reminder when things reset so you should also be aware if you need to complete training. Those who are below 80%, currently, I need you to be at the 80% by the new year. Please use your time over Christmas to get this done.
- Early Pay cutoff- Remember we have 2 early pay cutoffs, Dec 13th and Dec 19th. If you are going to be off please make sure all your time is in so I do not need to bug you while you are off.
- Christmas lunch- As a team pick a day and place when you would like to have lunch on me. To show my appreciation for all the hard work you do I will order lunch for you one day over the holidays.