Staff Meeting

Core Lab Dec 22, 2023

Attendance: Amelia, Jobelle, Jolina, Uswald

Regrets: Jeff, Erin, Theresa, Amy, Hanna, David

- OT slips- Please make sure when you are doing OT after hours to take your slip to the PCC for signature. I, or another supervisor, will only sign forms which we have approved OT for, ie: when asked to stay or help cover a shift. Remember all OT needs to be approved.
- Payroll- A reminder when entering OT and Call backs that it is based on 15-minute increments. It is an automatic 1 hour, but after that you only get OT every 15 mins. So, if you work 2300-0010, you get the automatic 1 hour but you would not get the 0.25 until 0015.
- 2024-25 vacation leave- That time has come again to start thinking about your leave for next year. All requests are due January 31, 2024. Once all are received, I will go through them, and vacation will be granted by seniority. Once the bulk annual leave is completed, all vacation requests will be handled on a first come first serve basis.
- Mandatory Training- Next week should be a good week to get caught up on mandatory training. Please ensure you get the online portion of your NVCI training done as we will have our in-person training in January.
- iSTAT- The iStat's in our position are not validated for use. If for some reason we need to use the iStat as a backup measure, we will have to try and borrow one from AMS- If this does happen, please let me know and I will contact Jen to get that in motion. As far as the validation goes, it will not occur until the new year.
- CA 660- We had to put the Go Live on hold as there are some LIS issues that still need to be looked at. We should have enough supplies to get us into the new year. The only one that is questionable Is the SynthasIL. We just put out the last bottle on, and though it should last if we run out Celica, in Inuvik, said she should be able to loan us 1 bottle set. We can also try Scott in Hay River if need be. Jobelle will be training each of you in the next coming weeks.
- Paperless- I am trying to decrease the amount of paper piles in the lab. I have been scanning many things, ie: temp charts, maintenance checklists, validation paperwork and anything else that can be scanned and saved in a file until ready for discarding. Temperature charts will be scanned every six months, Jan- June and July-Dec. I will watch for this, but if you are switching the monthly charts out and you remember please grab them all and leave them on my desk. Maintenance checklists will be scanned yearly.
- OPC- We now have a binder to save the Smear reviews that come back from the Pathologist. Please file them away alphabetically. At some point we will look into scanning them right into their LIS encounter.