

Staff Meeting

Core Lab March 6, 2024

Attendance: Amelia, Jobelle, Hanna, Bayo, Uswald, David

Regrets: Jeff, Theresa, Erin

- Lisa Annual Leave- I will be away from March 9- April 1. During my absence you can see Laura for any Supervisory issues, ie payroll, OT etc. I have placed a list of the MLT's on the whiteboard to show who will be acting while I am away. They will be responsible for the day-to-day activities of the lab, ordering supplies, getting EQAS/Cap samples run and entered.
- BB- Amy to give a review on transfusion reactions. **DEFERRED Amy off sick**
- CA660- Please make sure you are doing all the steps of your maintenance checklists on a daily, weekly, quarterly basis. The analyzer was giving axis errors and after some time troubleshooting it was discovered that the reaction tube trash was overfilled. This overfill caused the analyzer to discard the tubes inside the analyzer, resulting in the axis errors. Please make sure you empty this every day, and it may be a good idea to check on it during your shift, especially if you are having a busy day. Uswald has also created a new Maintenance Checklist that I have put out for use.