

Staff Meeting

Core Lab April 3, 2024

Attendance: Erin, Jeff, Hanna, Uswald, David, Amelia, Amy

Regrets: Theresa, Jobelle, Jolina, Bayo

- Staffing- Unfortunately the guy I hired as Theresa's back fill has taken back his verbal offer. So, I will be reposting this position again as a 1 year term/or indeterminate position.
- BB- Amy to give a review on transfusion reactions. **Amy talked to staff during a separate meeting**
- TSC Afterhours- If you are ever needing to get a hold of TSC afterhours and when you call you get their voicemail, please leave a message. Theresa had a chat with the manager in regard to an incident where she could not reach someone. So, if this happens, please leave a message, and they will then return your call.
- Performance Documents- We are at the final stage of the 2023-2024 performance documents so I will be booking meetings with everyone to go over the self-assessments and my assessments. Please go into your file and complete that part as soon as possible. The meetings will hopefully happen next week.
- CA660- Please make sure you are switching analyzers each week! I know we are only running Fibrinogens on one analyzer, but we still need to switch for all other testing. When you get a Fib all you need to do is run QC for Fib and the patient. Now that Jobelle and I are back we will get the recalibrations done so we can go back to running Fibs on both.
- Please see email about Wanda Tobin being our new Manager at Stanton. She officially started April 1 but will remain in Inuvik until Accreditation is over.
- Move to 2 Evening Shifts- I know how everyone likes having that second evening shift so we are looking at changing our rotation, which would include taking our 10-6 shift and turning it into a second evening shift. We would then have the 9-5 shift be Transfusion. This change would have to be submitted to the union for approval, however, if **EVERYONE** agrees I can begin this on the May schedule while we wait for approval. This will not impact the number of people we have on shift as we currently schedule 2 on evenings, the main difference is the person working in BB will work 9-5 instead of 10-6. When we have extra people, they will also be 9's in Urines. Currently we are not budgeted for 2 MLT on evenings, we only have 1 FTE on Evenings. With the heavy workload in the evenings this is the best route to ensure you will always have 2 in the evenings. I will do up the May schedule with this change so you can see what it will look like. I would also like some input on how we might be able to redistribute the workloads, as Input from you guys is important as you are the ones doing the tasks daily. Hopefully by the end of next week we will have confirmation on what testing, if any, will be referred to APL. Once I do up the schedule, I will email it out to everyone for feedback, questions and concerns.
- Emergency Contact Info- Please see the email I sent out, fill out the form and send it back to me and then I will place them in your file.

- Friday April 5, 2024- Half day civic holiday. You will get OT for any hours worked between 1-5 on that day. Please make updates to your payroll.
- Blood Bank Update- Amy will be sending out an email in regard to changes with referral samples. Also, with the changes at DynaLife/APL Dr Barry will no longer be our Hemopathologist. If you need to speak to one, please call APL and ask to speak to the Hemopathologist on call.