

Laboratory Staff Meeting Minutes

April 10, 2024

1430

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

Regrets: Theresa, David, Jobelle

- KPI's- I just finished my quarterly KPI's in which one of the indicators I look at is Turn around times (TAT's). Some of numbers did not look good, so to compare of the % of testing that was above the 55 minute mark between the last 2 quarters looks like this:
 - CBC- 1.96% to 5.12%
 - Lytes- 3.77% to 2.90%
 - INR- 6.76% to 13.35%
 - Troponin- 9.17% to 7.37%

We had a couple go down some but the CBC's and INR's had some big increases. I am suspecting the INR's may be linked to the fact that the LIS is still not working, and people are forgetting about them. Because we are entering them manually, we have to be extra aware to make sure we are getting the STATs out within the 55 minutes. For the CBC's please make sure you are also trying to get those Diffs and morphs out within the 55mins.

- Accreditation is fast approaching. It has been a while since I did the competency assessments for navigating ournthssa, so please make sure you are comfortable logging on and knowing how to find a procedure/policy. We are going to be doing a clean up/declutter of the lab before then and ask that everyone pitches in to make sure the benches are clean, clean up any splatters on the wall etc.
- Please make sure when you are putting reagents away that you are putting the oldest/ In Use reagents in the front. When the supplies were put away after the last defrost the opened boxes of QC where in the back and not the front.
- Lab Week- Do we want to have a potluck next Wednesday for Lab week? If we think it is a good idea we can let Micro and Specimen Control know.
- Transfusion-
 - Amy is rearranging binders and placing new indexes in the front, so it is easier to find SOP's. All the posted notes and loose papers will also be placed in a binder.
 - If you receive units back and you know they are no longer good, please discard them. Do not place them into quarantine and leave them there for long periods.

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- Returned plasma, if it is still at RT it can still possibly be OK for use. We thaw it at warmer temperatures so keep that and how long it has been out of the lab before quarantine.