

Core Lab Meeting Minutes

April 22 ,2024
Time

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Amelia	✓	Uswald	
Theresa		Jeff		Jolina	✓
Erin	✓	Jobelle		Amy	
David		Hanna			

- Fibrinogens- Jobelle has recalibrated the Fibrinogens on both CA660 and the QC looks much better on #2. Service replaced the gripper so hopefully that will help with our ongoing issue of it dropping reaction tubes. I have asked staff to switch to #2 this weekend.
- Accreditation- I sent everyone an email with the surveyor’s bio along with some information that you should look over before next week. Our surveyor will be here on Wednesday morning for BB and Thursday morning for the rest of the lab. Please take the time to look at the possible things they may ask us and if you need to refresh click on the link. Ensure you are assessing all situations and wear appropriate PPE. ID tags must be worn so they are visible to surveyors.
- Happy Lab Week- I know it was kind of a crazy week to celebrate as we are quite busy getting ready for next week, but I want to say thanks to everyone for all their hard work!
- Blood Bank- There will be some upcoming changes to any after-hours situations that may arise. We need to reduce the number of times Amy is being called for help. Wanda, Celica and myself will continue to discuss this and we will create an official job aid once she arrives, however, in the meantime if a situation arises after hours, your first point of reference will be to call the Hemopathologist on call at APL. Please refer to the email Amy sent in regard to the new process. They should be able to help you assess any situation and guide you to your next steps. If it is a situation that may not necessarily need a hemopathologist then you will need to call a supervisor/manager and they will determine if a call to Amy is required.
- Sick Calls- There has been an increasing number of people calling in sick the evening before their shifts, this will no longer be allowed. This issue was brought up while I was off, and we were sent the guidelines, and it clearly states you are required to call at the start of the workday. Of course, in rare situations this may need to be done and you can reach out. Going forward if you are calling in sick for your shift, you will continue to call and speak to someone in the lab so they are aware, and then you will leave me a message on my office phone(X 46687), and I will look after staffing when I get in.
- BNP2- New verifier controls will arrive frozen and are good until expiration date. However, once you thaw them for use they are only good for 30 days in the fridge, do not refreeze.