

Core Lab Meeting Minutes

May 8, 2024
Time 1330-1350

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

- Introduction of Wanda Tobin, new Lab Manager
- Creating an SX Encounter- I will have LIS send out another Tip of the Week on how to do this. This is for when a patient does not have a current, open LIS encounter for you to enter bloodwork
- Packing Slips- There have been some ongoing issues with MM getting our packing slips, but we discovered today that these are being placed in the same envelope with all the Waybills and have been sitting in Stores. This causes a delay in MM getting them thus causing another delay in invoices being signed off. Going forward place all packing slips in the envelope by the inventory book, and we will take them down to the mail room once a week.
- Positive Infectious Samples- Remember when resulting positive Hepatitis' to follow the procedure in the job aid book. It needs to be resulted as "referred" and sent for confirmation and not with a numerical value.
- Evening Shifts- Going forward with the plan to create 2 Evening shifts, I have proposed to Jen to have one of those shifts to be 2-10. This way we will have the coverage when the 0630 tech leaves for the day, and it gives them time to do a proper handover. If we want, we can go ahead and start doing this next week to see how it works out.
- Cancelled tests- Please ensure that if you are rejecting/cancelling a test on an in-house patient you must notify the ward to let them know. This will allow a new specimen to be collected while the patient is still on site.
- New Hire, Cindy, is set to start on May 27th! Still working on the reference checks for the possible 1 year term.
- ALTV Slides- Ortho has resolved the issues surrounding the ALTV Slides. We no longer have to dilute samples that have a result between 600-155 U/L!