

## Core Lab Meeting Minutes ,2024 Time

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

- BB- Please ensure you are keeping track of inventory supplies in Blood Bank. Amy used to take care of looking after this and placing orders for that bench, but she will no longer be doing this. So, it is your job to keep an eye on supplies, ie tubes, caps, cards, QC and reagents.
- Payroll- This week is an early pay cutoff week, so please ensure pay is in by Thursday at 1200.
- Batch Receiving- I want to make sure everyone is familiar with batch receiving in TQC. When receiving reagents or supplies that we enter into TQC you need to batch receive them before giving me the packing slips. Once entered please make sure you comment on the packing slip that you have entered them in. For anyone that needs to be shown this process please ask and we will show you how.
- Fibrinogens- we will begin saving samples or Inuvik’s validation on their new coagulation analyzer. Because we don’t get a large volume of fibrinogens, for every patient we have an order on we will we aliquot 2 samples and freeze in preparation. I have labelled a rack in the freezer for you to place them in. Ensure you label them in a way that we can tell they are a pair.
- OPC- When you receive the Path smear reviews, please check in LIS that what you resulted out matches what the pathologist reported. We want to make sur it is similar, and nothing was too drastically different. Once this is done initial the report and file it away.
- LIS afterhours- LIS staff have some very irregular hours, and it has come to my attention that during off hours they are asking staff to help them with troubleshooting. You are not expected to fulfill this request. We are working with minimal staff in the off hours and patient care must come first. If any issues arise about this, please let me know. LIS will be made aware that this is not to happen.