

Core Lab Meeting Minutes

July 31 ,2024

Time 1330

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


- Introduction of new MLT for Core, Brianne Christoffersen
- Synovial fluids- After speaking to APL about Synovial fluids and our high rate of cancellation due to clots, Dr Brown has stated that we can try to dissolve the clot with Hyaluronic Acid. Every attempt should be made to get a count as these samples are not easily obtained. However, in these cases do not run the sample through the Sysmex. If you treat the sample please put a comment in stating so.
- Evening computer restart- Please ensure we are restarting all computers at the end of evening shifts, or days on weekends. The restart is needed to do any needed upgrades.
- A1C Issue on 7600- We got notification that we do not need to run A1C QC every 8 hrs, nor do we need to only have one kit on at a time. We are currently not running A1C's but wanted you to be aware of the update in case our testing menu ever returns.
- Checking Dates- Please ensure when opening a new box of something you are choosing the appropriate one. Yesterday while doing the Ortho inventory there were 2 Vanc calibrators in the bin, however the one with the longest outdate was the one in use. Going forward please ensure you check the expiry dates on supplies when opening a new box.
- BNPII- We will be running BNP's here again. It is calibrated and ready to go on the old 7600 and Jobelle is working on the validation for the second 7600.
- Taxi Vouchers- As most of you may have seen we have new taxi vouchers for use. When taking a slip, you only need to take the white copy, please leave the yellow copies attached to the booklet. Also, please do not prefill out the vouchers while they are still in the book as it will be copied onto the slips below. Only the white copy needs information on it, as the yellow slips only need our stamp on it. Please do not take too many extras slips home as when a booklet is completed I need to submit it to finance, so I need to be sure all slips have been used. Once we get to the last few, I will ask those with slips at home to bring them in so we can use them up.
- LIS 50%- There may be an opportunity for someone to get some experience with LIS training. This person would still be required to work shifts, weekends and be part of the on call rotation. Responsibility pay would be given for those hours. (The pay will be looked into further after a discussion was had)

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- Vitros- Please leave Wash bottles in the box until needed. These bottles need to be protected from light.
- 2nd Tech Call in BB- We are going to trial a new guideline for calling in a second tech when the **workload in BB** requires the techs attention. We will monitor how it goes and see if we need to make any adjustments to it. The tech needing help can call the other tech themselves and there is no need to contact PCC. The second tech will leave their OT slip for me to sign, as this is an internal process, and we are giving the approval beforehand. I will be looking into each situation as it occurs to ensure there really was a need for a second tech. In my absence the slips will go to Amy for review and she will pass on to the Supervisor in charge.

 <p>Stanton Territorial Hospital P.O. Box 10, 550 Byrne Road YELLOWKNIFE NT X1A 2N1</p>	Document Number:	
	Version No:	Page: 1
<p>Document Name: Call Back Guideline – Second Technologist Needed</p>	Distribution:	
	Effective:	
	Date Reviewed: Next Review:	
Approved By:	Status:	

Purpose: To provide a guideline for calling in a second technologist who is not on standby/on call.

Situations which may warrant calling in a second technologist due to workload:

1. Major Trauma/Massive transfusion need for one or more patients
2. Antibody Investigation
3. Positive CSF requiring manual count and there are patient(s) requiring transfusion testing/blood components

Process for who to call:

	Monday Through Friday	Saturday	Sunday
First Option	Second Evening Shift Staff member	Second Evening Shift Staff from Friday	One of staff scheduled for Evenings on Monday
Second Option	Person who is on Days off	Person who is on Days off	Person who is on Days off
Third Option	0900 Shift Staff Member	Amy or Lisa	Amy or Lisa
Fourth Option	Amy or Lisa		

- SYPH/HIV- We will begin only processing Syphilis and HIV samples for inpatients and ER. I am waiting to talk to LIS to see how we can handle the redirection aspect of it. I will notify you when this is completed and the redirection has begun.

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- BB Inventory- Amy has put together a guide to help with the ordering of BB inventory. It contains SAM number, min and max orders and any information that may be required. We will also start a new binder for these orders, so they are not in with the orders for Core lab. They are currently in Peer Review, so we will let you know when it is completed.
- Smear Review- From this point forward when receiving back the reports sent to the Pathologists for smear reviews, not only will we check to make sure it correlates with what we reported, we will also have the person who sent it review it if anything is significantly different. Once it has been verified that the report is in Healthnet Viewer the report can be shredded. If it is not in HNV you can contact APL to have it resent.