# Specimen Control Staff Meeting

Wednesday, May 1, 2024 (14:00-14:30)

## Attendees:

Jocelyn MacDonald, Pearl Martin, Kaitlyn Simms, Janina Bondad

Carolyn Russell

## Discussion Items:

1. There have been several patient calls to the back (specimen control). Please ensure you log the calls either in the LIS or on the sheet by the phone. If there are booking calls, please remind the patients of the extension for bookings. If the calls are being forwarded from another location, such as Registration, please let the Supervisor know so this can be resolved.
2. There were 2 instances of specimens being missed in the coolers and sent back to the submitting sites. Please ensure that each specimen cooler is thoroughly checked when it is unpacked. Place an empty sticker on the cooler and initial and date the sticker. A second person must confirm that the cooler is empty, initial, and date the label on the cooler. Once this is complete, the cooler can then be put on the rack in the storage room for return to the submitting locations.
3. The MRQUA collection process that was discussed at the last meeting seems to be working. The block incubator has been removed from the BSC. Please continue with this process.
	1. Collect MRQUA using the largest gauge butterfly possible to ensure the tubes fill between the fill lines (not over). You will need to evacuate the line before collecting the MRQUA tubes.
	2. Incubate the tubes in the Microbiology incubator – do NOT use the heat block in the BSC. If this resolves the hemolysis, we will purchase an incubator for the Specimen Control area.
	3. Centrifuge using the #4 Quant setting.
	4. Complete the sticker and attach it to the manifest. Ensure all dates, times, and activities are completed (including the ice pack). Photocopy the manifest with the sticker on it and put it in the MRQUA Binder by the front copier.
4. When calling in sick, please ensure that you call both the Laboratory, so the staff is aware and can put your name on the board, and the Supervisor phone and leave a message. All three areas in the Lab are moving to the same process so that it is easier for the Supervisors to cover for one another.
5. Please ensure that you complete the Pediatric blood draw forms for the infants. This records the volume of blood drawn over a 24-hour period so that too much blood is not taken. Post the form on the board by the schedules so that other collectors are aware of how much has already been taken. If the recommended volumes will be exceeded by a scheduled draw, a pediatrician must sign off on the order prior to drawing the sample.
6. It is the responsibility of the evening shift to check the STH\_Laboratory email account and respond when required.
7. Renal project patients sometimes have large volumes of tests that are difficult to manage. Separate the orders into a blood order and a urine order to ease processing.
8. Buffalo has been delivering supplies for Materials Management for the past couple of weekends. If this occurs again, please call the PCC so they can have the supplies removed and delivered to the warehouse. Materials Management is following up with Buffalo directly.
9. Please ensure that you have entered your responses in your performance appraisals. We need to have them completed by the end of the month. As I have only supervised you for 3 days in the last fiscal year, I will be entering very generic comments, and we will move forward with a more comprehensive assessment for the 2024/25 fiscal year.
10. Please ensure that Blood Bank requisitions are double signed, dated, and timed at collection.
11. Next meeting will be May 9 as there is a meeting for the new ECGs at our regular time.