# Specimen Control Staff Meeting

Thursday, May 9, 2024 (14:00-14:30)

## Attendees:

Pearl Martin, Jaime Kennedy, Kaitlyn Simms

Carolyn Russell

## Discussion Items:

1. Whenever you cancel an in-house order, make sure you call up to the originating unit so they can choose to recollect or cancel in a timely manner.
2. Ordering – supply orders are to be placed on Wednesdays by the 06:30 MLA.
3. Please ensure the reports and mail are being addressed daily. Carolyn has delivered the mail a couple of times as there has been a considerable amount in our mail slots. Physicians from ACC and Day Procedures require the ECGs we perform each day for procedures scheduled for the following day.
4. SX orders – please create an SX order or doctor when the information is not yet available in the system.
5. We will be trailing scheduled slots for walk-in patients each day. This should prevent patients from having to sit in the waiting room for hours.
6. Training for the new ECGs is available May 15-17. Please attend this training as the new ECG machines will be rolled out in the next few weeks.
7. Check in the My Learning system to ensure your training level is at least 80%. Let me know if you need scheduled time to complete any required training.
8. Please ensure you label any peak or trough specimens with the correct time of collection and time of dose. We recently had a patient entered as the wrong type of collection. The reference ranges are wildly different and will cause the patient to receive or have treatment withheld inappropriately if they are entered incorrectly.
9. The new Spectre and ordering portals should be rolled out shortly. Check your email and the Specimen Control Board for user guides and other relevant information.