

Core Lab Meeting Minutes

Aug 21 ,2024

Time: 1410

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

- Equipment Temp charts- Please ensure you are documenting the date and time of when you are placing the temp charts on, as well as the date and time you are taking the chart off. Both of these steps are very important to tracing any issues that may arise when it comes to the functioning of the fridge/freezers.
- Fridge alarm keys- This is the last warning around the fridge keys not being put back in the On position. While doing the Ortho Inventory last week I noticed one of the keys was in the Off position and again this week Amy has noticed the Ley in BB was not turned back. If we notice this again the keys will be taken out of the fridge/freezers.
- New Lot stickers- Please ensure you are only putting one New lot sticker on new shipments. The new lot of Dimer Rgt has way to many stickers on the go. 2 boxes have New Lot stickers while another 2 have the green ready for use stickers. This could get very confusing for others as to what needs to be done.
- MTS- A couple of our SOP's have been approved and uploaded to ournthssa. I have uploaded them to MTS and assigned them for your review. I have also placed the paper copies in the binders.
- BB- Please ensure that you are completing any STAT BB samples that arrive from Inuvik on Saturdays. It is especially important when the person has already received the units.
- Appointments- Deferred
- 2 0630 shifts-With the increased amount of work in the mornings now I am going to try and start scheduling 2 people to come in and get the lab going in the morning. It would be nice if we could just keep the 0700 person down but that I not an option at the moment.
- Coag QC not being verified in LIS. Please check the pending list in TQC daily to look for unverified QC results. This is for all areas.
- Referral samples- Please remember to put a Copy to SLAB with ALL referred samples. I have a list of those who have not completed this task, so please try to remember to add this.
- Coag samples Inuvik- Please aliquot coag samples for Inuvik's CA660 validation. We will need 2 aliquots per sample, one for them and one for us to run later alongside them. I need what test was run and the results written on the tube.

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- PKU cards- Please read email sent out about the collection of PKU cards. If the baby does not have a health card yet you need to cross out "infant" PHN and write in "mom" and record the mother's health card number. 19 samples last week alone went to APL without this information on it. You can have the RN's fill this is
- Dimers- Veronica sent a couple SoftComms about dimers last night. They are still finding some random errors when it comes to the LIS connectivity and the reporting of Dimers . The analyzer has the ability to report down to <0.19, however our linearity is only set for <0.33. We have the rules set to send any results <0.33 to report as <0.33, however last week it sent across the <0.19. So in the meantime and Dimers that have a result of <0.19 you must manually enter as <0.33.