**Laboratory Staff Meeting Minutes**

Date: Wednesday September 25, 2024

Time: Start 1405

Attendees: Pearl M, Jocelyn M, Vanessa J, Marife N, Advent C, Tessa W, Lisa H.

Recorder: W Tobin

1. We are working on some processes related to missing Pathology samples. There have been two samples that we have not been able to locate that ACC states were dropped off at the Lab. Please ensure compliance with the two items below while we work on this:

* All Pathology (and Cytopathology samples), regardless of were they come from, including Health Centers are entered into the LIS.
* All Pathology samples are entered into the LIS within 24 hours of being received in the Lab, ideally on the same day.

1. When ordering TSH with FT3 and FT4 you will have to do two separate orders in LIS Order Entry. TSH on one order and then FT3 and FT4 on the other order.

When sending these samples to APL, pack and send separately with their individual manifests.

1. Please print and send all Manifests with all testing, even if there are requisitions being sent. I will follow up with the LIS team regarding additional labels for samples since we do not have enough labels for aliquoting testing that is filtered to various sites at APL.
2. Advance leave, leave without pay: All requests for advance leave or leave without pay should come in an email for approval. Either to your Supervisor or to me, and I will forward for approval.
3. Shout out to all staff, MLA’s and LSC’s regarding feedback from patients regarding out patient services. Recent patient interviewed and feedback was that interactions at Lab registration are improved and staff are very kind and caring. Another patient called to extend compliments to Noah on his help with booking an appointment.
4. Welcome to our new MLA, Advent Cruz.
5. Privacy Training: Healthnet Viewer (HNV), Medipatient (MP), LIS and EMR are all audited for compliance to the Privacy Standards and follow the Health Information Act. Please only access information required in those modules. We are not to review or access our own personal information or that of family members and friends. Breaching the HIA is a disciplinary event.
6. Alberta Precision Laboratories has been having issues with sending Copy To the labs so they have assigned a new Provider ID 12300019 that is shared by all of the Labs. The LIS has been updated with the new Provider ID for SLAB, ILAB, FLAB and HLAB and the name is now LAB, NORTHWEST TERRITORIES.

Please pay attention to if results come back from APL for the wrong site over the next few weeks and if there are issues, send an email to [lisadmin@gov.nt.ca](mailto:lisadmin@gov.nt.ca) with the specimen numbers on the APL reports (usually will have the prefix DYS24- )

1. Truth and Reconciliation Celebrations on Friday Sept 27, 2024. Free Bannock and stew.
2. Minister of Health holding Virtual staff forums.

* As Minister of Health and Social Services, I feel it is important to hear directly from staff of the NWT health and social services system. To provide this opportunity, this fall, I will host two virtual staff forums focused on the status of our health and social services system. The first two forums are intended for staff of Stanton Territorial Hospital.
* These forums will offer an opportunity for you to ask questions, share feedback, and voice concerns directly with me, with Stanton Territorial Hospital COO Lorie-Anne Danielson, as well as with other senior leadership from the NTHSSA and the Department of Health and Social Services.
* To accommodate shift workers, we will host two separate sessions – **one on October 1, 2024 and one on October 2, 2024**. **Invite Details:**

Tuesday, October 1st – 3:30 PM to 5 PM -> Click the [Attendee Link for the Tuesday Forum](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTI2ZmQ0ZTYtYzBkOC00YzY0LWFlOTItODFhZTRmN2IwZjUz%40thread.v2/0?context=%7B%22Tid%22%3A%22fbed2b1d-0f61-40ad-b7d5-2010c3c93e93%22%2C%22Oid%22%3A%223104ce3c-2a7a-47eb-9d3f-facf7915150f%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a) at the start time to join

Wednesday, October 2nd – 3 PM to 6 PM -> Click the [Attendee Link for the Wednesday Forum](https://teams.microsoft.com/l/meetup-join/19%3ameeting_ODJmMmU3Y2YtNTZkNi00ZDc2LTgzNDItYTIxYWMzYmQzMjQx%40thread.v2/0?context=%7B%22Tid%22%3A%22fbed2b1d-0f61-40ad-b7d5-2010c3c93e93%22%2C%22Oid%22%3A%223104ce3c-2a7a-47eb-9d3f-facf7915150f%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a) at the start time to join.