

Core Lab Meeting Minutes
Oct 9, 2024
Time 1330-1350

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

- Parking Stalls- Please see email sent out in regard to the application process for winterized stalls this year. Payment date will be Oct 10th and someone will be on site that day, but you need to email your application to the email in the memo.
- KPI's- I just competed the quarterly KPI's and are numbers are much better for Trop's, CBC's and INR's(INR's went from 14.86% to 6.41%). However, the Lytes did have a jump from 3.10% to 8.90%. Please ensure you are watching your Stat's and results are getting out in <55 mins.
- Vaccines- I have sent an email with the dates of the Influenza and Covid Vaccination Clinics that will be happening in October. I will also post a copy of the schedule on the white board.
- Performance Documents- I will be scheduling times for those who have PD's to meet in my office and complete them. I will have one Objective for everyone to use, and then we can discuss if there is anything else you may want to add, this can include courses, LabCon, learning new roles within the lab, taking part in validations, etc. A reminder if you want to use PDI for courses or conferences you need to keep your mandatory training at 80%, this includes assigned readings in MTS.
- Staffing- I have submitted a NORA to hire another MLT on a 1-year term. Once it is posted please share with anyone you may know that would like to come North.
- CSMLS- Renewal Portal is now open to renew your memberships. Once done if you need help entering your receipt on SAM let me know.