

## Core Lab Meeting Minutes

Nov 7, 2024  
Time:

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

- CSMLS Dues- Just a reminder again for those who have paid their yearly dues to make sure they submit them on SAM for reimbursement
- Chain of Command- I just want to remind everyone that when and if you have an issue you need to follow the chain of command when communicating your issue to someone. Your first point of contact should be me, then it will escalate it to Wanda if I can't resolve, then she Reports to Jen, etc. This was brought to our attention as some staff members replied to an email in regard to the Friends and Family Benefit. If for some reason you do not feel comfortable with the point of contact, you can go to the next level. A reminder that it is also your right to bring issues to the Union if you feel a policy is unfair or unreasonable.
- Choosing Wisely- LIS has started to inactivate the choosing wisely rules in LIS, and it is now the responsibility of the physicians to ensure proper ordering. Our role now is just to ensure no tests are missed by the Lab Services Clerk, if we are out collecting in OP.
- Naming analyzers- It has come to my attention that a staff member or members were offended by a picture that was placed on the ABL 800. I do not want anyone to be offended by others placing these names and pictures on our equipment, so from this point on there will be no naming of analyzers unless approved by me. If, as a team, you want to name our new analyzers that is OK, but it needs to be a group decision that is brought to me. I will also have the other supervisors bring this up at their next meetings.
- Inventory Binder- Please ensure when you receive our orders that you are marking it off in the book, I rely on these printouts to determine if supplies were received.