

Core Lab Meeting Minutes

Nov 13, 2024

Time: 1420

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

- Holiday Pay Cut Offs- This year's early pay cut off dates for Christmas are Wednesday Dec 11, 2024, for the Dec 20, 2024 pay and Wednesday Dec 18, 2024 for the Jan 3, 2025 pay. Please ensure you have all the time in for those days.
- Dec Schedule- There are some days in Dec that we have some extra staff, on these days I would like staff to ensure that the maintenance is being done on the second 7600. As well as any calibrations that are being done on the other 7600.
- QC Results- Ensure that when doing the QC for ESR, Mono's etc. that you remember to go in and input your results in TQC.
- Micro Samples- Please ensure you are checking all micro samples that come in an orange top container. Another stat fluid was incorrectly placed in the fridge by staff and was not found until later in the day. Do not assume it is a urine sample, look at requisition and confirm.
- Coagulation QC- Please ensure when you are ordering the Dimer QC for the CA660's that you are choosing which analyzer you are running them on. By not choosing an analyzer it appears it is creating the order on both, leaving one pending in the TQC worklist.