

Core Lab Meeting Minutes

Dec 11, 2024
Time: 1400-1422

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

- When opening new vials of QQ or Reagent please ensure you write the open date on the bottle along with Expiry date. It is part of the lab guidelines and standards that this is how we date materials.
- Coag QC- We are out of the current lot of CiTrol 1. We just got the info for the new lot numbers for the next round of the Quality Assurance Program through Siemens. The order has been placed, so once they arrive, we will validate them and have them ready to go for the start of the program in Jan/Feb. In the meantime, we kept the old lot as they had some long expiry dates. We will use these until the new lot is ready to go.
- Early Pay Cut Offs- Just a reminder of the early pay cut offs during the holidays. The first is this **Wednesday Dec 11, 2024** for the Dec 20, 2024 pay, and **Dec 18, 2024** for the Jan 3, 2025 pay.
- Ft Smith BB- Elwood is on leave and Keisha is off for a couple weeks, leaving just Aldi in the lab. He will not be able to enter any blood banking while both are gone so we will need to assist him. Every day the person working in BB will need to call him and inquire about his inventory, if need be, you will order more units for him. We will need to manually document what units he is giving; what units (if any) are transfused and if anything gets discarded. We need to keep a detailed record of all BB transactions in FS while Amy is away.
- Micro Samples After hours- If you receive a weird sample after hours for micro and you are unsure of what needs to be done, don't call the micro staff yourself, please have PCC reach out to the micro member who is next on the list to be called to see how it should be handled.