

Core Lab Meeting Minutes

Jan 29, 2025
Time: 1400-1430

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

- Safey Talk/Standing agenda items we will be added to the meetings. Any suggestions of what you would like to see let me know.
- Label Printing Cleaning- We have a new SOP explaining how to maintain the label printer. Each department will be responsible for maintaining the label printers in their department. For Core it will be the ones in Chemistry and Blood Bank. I will place a copy of this in the Job Aid book in Chemistry for now. Amy and I will add the task to the checklists in BB and Core.
- SharePoint- Please let me know if you have access to the LIS SharePoint. This is where you go to put in a task for LIS. For the most part it is the supervisors putting these tasks in, but people should be aware that this is where any tasks needing to be done by LIS should be documented. It should have been shown to you during your LIS Training. For those who have not received the training please let me know. We will also find the LIS tip of the week on how to use Citrix and place it on the whiteboard.
- Osmo1- we have finally purchased the new Osmometer, we had a meeting this week discussing arrival, validation and training. Shane will be the lead for Biomed and we will have one person from the lab. Once we are certain of arrival, we will schedule the 2-day virtual installation and training. I have a few names of people interested, so once we have the dates, I will see who is available for the training.
- Blood Cultures- I have spoken with Laura and going forward micro will enter their blood cultures, during working hours, if the techs are busy. When dropping off just make sure someone is aware that you are placing them there. If you need them to come out just give them a call and they will come out to get them.
- Payroll- Please have all payroll up to the 31st entered so I can approve by Friday afternoon. This is a directive from Finance.
- Please let me know if you would like to start an open agenda for our meetings- this would mean that I would post a sheet for those who want to bring up issues at the meeting, or just want to discuss something? We will try it and see how it goes.
- Blood Bank (Amy)-
 - Ice Packs- we seem to be short on ice packs again. Please ensure you only use these for Blood Products and no other shipments. There should always be 6 in the freezer. If we have to throw some out, make sure we order more from CBS.

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- We have a new Platelet Incubator arriving soon. Amy will make space on the counter, so we have room to validate it alongside the old one. This should also be hooked up to the remote monitoring system by Dexterra.
- When ordering blood products please ensure we are not just ordering one of an item, this makes things more difficult when you have to issue out more than one lot number of the same item.
- New Transfusion Requisitions- They are ready to go just waiting on a Go Live date. A job aid was created showing what information is required on the requisition. When entering sample in LIS please make sure you choose a reason why they are transfusing so we can better keep track of why. The old requisitions will be accepted for up to 3 months post the Go Live date, they will also be kept as they will be used in Downtime.