

Core Lab Meeting Minutes

Feb 5 ,2024

Time 1400

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

- Standing agenda items:
 - Mandatory Training- a reminder to watch for any expiring modules, ensuring to keep an 80% overall mark
- Meal Allowance- Clarifying meal allowances. You are entitled to a meal allowance when you are required to work 3 or more hours of OT immediately following your regular shift; or 4 hours or more of continuous hours or OT at any other time i.e. call backs.
- Bulk Leave- I have completed the bulk leave, and all signed slips were placed in your slots. We will now commence with the first come first serve approach.
- Morning Workload- After some discussions that occurred about the morning workload and the delay its causing with going for rounds- going forward we will have the 0630 person help enter the samples that arrive from ICU and ER in the pneumatic tube, allowing the 0630 MLA enter the requisitions for rounds. Maintenance on the 7600 should not occur until this blood work is completed so by helping them get the samples to you much faster as well it allows the staff to get to rounds on time, allowing them to get back sooner. This also gives the 0630 support when maintenance is being done as more staff are onsite during activities. The very first task that will be completed by the 0630 staff will be to take temperatures. The expectation is not for the 0630 person to have all maintenance completed.
- Evening Workload- There were also some issues around the workload that arrives in the evenings. Going forward the process map that was created to handle these samples will be put into place. We will trial the process for 90 days, at which time we can reevaluate it and make any necessary changes.
- I have updated the Hand Hygiene audits on the quality board. Just a reminder that any staff member can complete a hand hygiene audit. If you witness someone performing hand Hygiene, or someone who doesn't, you can use the Barcode posted on the quality board to track this. In the comment section please put "Core Lab" so IPAC can track where it is from.