|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Attendee** | **Present?** | **Attendee** | **Present?** | **Attendee** | **Present?** |
| Carolyn (Recorder) |  | Pearl |  | Myles |  |
| Jaime |  | Aldie |  | Miranda |  |
| Vanessa |  | Kaitlyn |  | Alix |  |
| Ryan |  | Janina |  |  |  |

Standing Agenda Items:

* Training – Please try to get your mandatory certifications completed. It appears that some of the training is complete, but the certificates are not uploaded. Others need to be done in their entirety. Fire Extinguisher Training was provided after the meeting.

Weekly Items:

1. There has been some confusion about round times.
	1. Round times are at 0700, 1100, 1530, and 1900 (M-F)
	2. On weekends and STATS only 0700 rounds are performed
	3. Just as for morning rounds, requisitions must arrive in the Lab at least 30 minutes prior to round times (1 hour is preferred)
	4. Timed, ASAP, and STAT collections will be processed as required.
2. If you notice an issue with any of the printers, ensure you put in a ticket as soon as possible. These service requests should be sent to IHT\_ServiceDesk@gov.nt.ca.
3. Please ensure that BSC Maintenance and temperature checks are performed daily and recorded on the sheets. Carolyn will invite Microbiology to come to an upcoming meeting to show us how to do this. If you are working on the 1st of the month, put the completed Log Sheet in the slot on Carolyn’s door. Print the next Log Sheet and post on the BSC.
	1. Log Sheets are available at: I:\Stanton Hospital Share\Lab\Equipment\BSC Log Sheets
4. The facility is currently working on a Code Silver SOP. If another incident occurs like the one from the previous weekend before the SOP is released, please ensure a code is called (if safe to do so), and shelter in place until assistance arrives. Shelter in place locations were discussed during the meeting.
5. If Laboratory Outpatients is getting behind schedule, please communicate this with our clients so they know what to expect. You may also call the Supervisor or Manager to make the announcement if you feel the situation warrants it.