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

Standing Agenda Items:

* Training – progress is starting to be made on training. On the upcoming schedule, “A” shifts are going to be assigned to different people. If you have this shift, please ensure that you complete your mandatory training. If yours is complete, relieve another worker so they can do their training, and if no one needs training, the Supervisor will assign another task.
* Feedback on the new process – The morning process is working. Only one person at the meeting had worked Evenings since the change. Wednesday nights were still a challenge. It is hard to follow the workflow when it is busy. It might help to have another person until we get used to it.
* Hand Hygiene – Remember to enter Hand Hygiene into the portal when you see someone perform it.
  + <https://app.smartsheet.com/b/form/0c9caa4108344f69a60601ce22377614>
  + Be sure to enter “Specimen Control” in the last field so we get credit for performing the audit.

Weekly Items:

1. Moving forward, block of the entire days that Peds Cardio will be in town.
   1. When we get the slate, we can enter the appointment times, but we will only be accepting the walk-ins/urgent clients that must be done here (outside of the Peds Cardio patients).
   2. If you have time between clients, do mandatory certs, result reports, or ask the Supervisor for additional tasks to complete.
2. If you need to use a Taxi Voucher, leave the white copy in the book and take the yellow copy to give to the taxi driver.
3. Make sure you are identifying clients and samples as described in the NTHSSA-Wide Policy.
   1. <https://ournthssa.ca/wp-content/uploads/2023/06/10-01-V2-Client-Identification.pdf>
4. If you encounter a difficult client, call the Supervisor or Manager for assistance. The Supervisor is typically on-site from 0730-1530, and the Manager from 0800-1600.
5. It has been reported that a client poked themselves on the sharp in the blue top urine collection containers. Please ensure that you clearly explain how the containers are to be used and warn clients of this hazard.
6. There will be an LIS Downtime on Friday afternoon and Buffalo will be picking up the cooler early. YPCC staff have been notified so they can pre-enter as much as possible.
7. Collection Cart Feedback – Most staff members are enjoying the quieter cart, higher setting, and additional storage. Some staff find it too high or too heavy. Two different models of carts are available, please select the one that best meets your needs.