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

Standing Agenda Items:

* Training - Please ensure that you reach 80% on your Mandatory Certifications. April 4th has been designated a half-day STAT, so please ensure those staff members that need to complete their mandatory certifications have an opportunity to do so.
* Hand Hygiene – We have entered our minimum number this month already!

Weekly Items:

1. It has been noted that some of you are not entering the correct shift differentials on your pay. Please enter a 1.5 shift differential and 7.5 weekend premium when you work weekends. 6.5 shift differential should be entered for evenings.
2. Please ensure that required fields are completed on the Newborn Metabolic Screening Cards prior to being sent to AHS. Do NOT collect the blood spots using capillary tubes. Several cards have been rejected due to excessive scratching on the cards.
3. Frozen specimens can be collected at YPCC. A complaint was sent due to a client being turned away because their specimen needed to be frozen. There is a freezer at YPCC, and the samples can be sent to the hospital on ice.
4. AASPIRE has been added as a copy to location in the LIS. This is for test results going to the clozapine clinic. Enter this location as a cc if requested on the requisition.
5. Carolyn will be covering the Lab Clerk desk for the next couple of weeks. If you place an order in SAM, please let Carolyn know so she can approve in a timely manner.

Guest Speaker: Lena Schofield

* Lena came and spoke to the team about Lab issues.
* Discussion about entering all calls in the call log associated with the specimen. <https://sharepoint.gnwt.ca/Dept/HSS/lis/Shared%20Documents/Tip%20of%20the%20Week%204.0.8/Tip%20of%20the%20Week%202024/2024-01-05-LIS_Tip%20of%20the%20Week_Call%20Log.pdf>
* Discussion about entering auxiliary doctors in the LIS. <https://sharepoint.gnwt.ca/Dept/HSS/lis/Shared%20Documents/Tip%20of%20the%20Week%204.0.8/Tip%20of%20the%20Week%202023/2023-08-04-LIS_Tip%20of%20the%20Week_AuxiliaryDoctors%20with%20Submitter%20Provider.pdf>