

Core Lab Meeting Minutes

April 9, 2025

Time 1400

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

- My Learning- Have a look at your My Learning status. Most are Ok but a couple people are hovering around 80% with a couple just below it.
- CSMLS Dues- For anyone who has not submitted to have their fees reimbursed it needs to be completed by April 16th.
- Lab Week is next week- We are going to have a table set up outside the cafeteria and have a little display. The potluck will be on Thursday April 17th.
- Urine Bench- Don't forget to check off items on the Maintenance checklist- this month when reviewing some days were missed as well as when the UHCG QC testing was completed. Also, if performing UDS QC please check it off.
- Critical Results- I had an email from Viv at YPCC in regard to a critical result being given to their PA (clerk). A reminder that all critical results need to be given to either a physician or RN. If they are unavailable, you need to have them call back or you call later.
- OT after hours- A reminder if you are working a shift and need to stay OT this is approved by the PCC. For example, if you are working 9-5 in BB and you have an antibody and need to stay to finish the slip goes to them and not me.
- SAM Ordering in BB- A reminder that when ordering supplies in BB do not forget to change the Account Code to match what you are ordering. Most items will fall under QC and the code for that is 51704. If unsure of code, you can always do a look up. Only leave the default Acc code of 51609 if there is no other option. There seems to be a new code 51703- General Lab supplies
- Checking Lots- Please ensure you are checking that you are taking up the appropriate lot of reagent/QC when getting new ones. It was brought to my attention that people noticed this was not happening and when I was doing the Ortho Inventory, I saw we had 3 boxes left of the new Lot, but someone opened a box from the new lot and took it from there. This is important to watch as it can really affect our inventory and how we monitor, and it could cause us to have to discard reagent due to expiration dates.
- Diffs- There seemed to be some issues while I was away regarding the Left Shift reflexes on the CBC's. Please ensure if your printout says Left Shift that a Smear Review was actually reflexed. If this is not happening let me know so I can make LIS aware of the errors.
- DC- For the next 2 months David will be working in the Specimen Control area. You will still see his name on our schedule, but his actual working hours will be posted on Carolyn's schedule. While he is working in SC, he will not be performing any Core lab duties, nor should he be asked to help out.