

## Core Lab Meeting Minutes

April 15, 2025  
Time 1400-1445

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

- Staffing concerns- Wanda- Explained how the Core team has 9 funded positions, and they are all filled, it is the funding that does not allow us to add additional positions to help with the workload. This is why we are referring a lot of our samples to APL. Work is always being done in the background to find resolutions. It was also noted that if we have staff on DTA's we need to be able to accommodate them, however no details will be shared with staff as this is a confidential process. We have Bayo coming up for 5 weeks to help out until Brayden arrives.
- Post Vasectomy Samples- Please ensure when you are doing any Post Vas samples, and you report sperm seen you must go back into the worksheet and report out the motility and motility grade. Dr Kessler informed us she is still receiving results that do not report the motility. There will also be some changes coming to the SOP to meet guidelines, where we will need to perform a count on any samples, we report Sperm Seen. Also we have seen Dr Wong sending patients with Fertility samples in a container bought off Amazon. We do not know anything in regard to this container, i.e. is it sterile, type of plastic etc., please reject any sample received putting in a comment about using the correct collection container.
- Carb Calibrations- Make sure when you are loading Carb cartridges that you are adjusting the range on the Vitros. I have been getting calibration work ups where the Level 1 QC is being reported as <12.69. There are instructions in the book to show you how to adjust this, so we get an actual value for Level 1.
- Defined Duties- I was asked at the last meeting to define the duties of each bench or redistribute the work as Hematology has to do everything. You are a team, and everyone is trained in all areas and should work as a team to get the work done. Being scheduled on a bench gives you a "home" for the day but that does not restrict you from doing other tasks.
- Wed April 16<sup>th</sup> is early pay cut off, please ensure all time is entered before noon on this day
- Thursday April 17<sup>th</sup> will be the potluck to celebrate lab week. We also have a couple contests on the go: Ira has a Magic Eye in the cafeteria, Bri has her C Diff challenge and there are coloring pages in the break room to enter the coloring contest. We will also have a daily draw for some prizes!
- Please ensure you arrive at work on time for your shifts. You should be here and ready to go when your shifts begin. This not only affects those who may

## Core Lab Meeting Minutes

April 15, 2025

Time 1400-1445

be waiting for you but also Wanda is watching staff, and she has noted that she is seeing people arrive late and not being here and ready for their shift.

- Performance Documents- Please complete your self-evaluation section of your performance documents by next week. I will begin scheduling the times to meet next week.
- Blood Cultures- Laura will be creating a new SOP for collecting Blood Cultures. The criteria is you should always be collecting 2 sets. So going forward we will be following this. So even if you get a single requisition and it does not indicate 2 sets, you will still collect 2 sets.