

## Specimen Control Meeting Minutes

June 18, 2025

Time: 1010

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Kaitlyn		Vanessa	
Pearl		Aldi		Jaime	
Janina					

- There have been 3 Bench checklists created, one for 0630, 0700 and 1500. For the next 30 days we will try these new checklists. While we are trialing them, please make any comments or suggestions on the log sheet posted. At the end of the 30 days, we will take all comments made and if necessary, make changes to the checklists. If changes are made, we may trial again if the changes were significant. It is important to note that just because a task is listed on a certain checklist, it does not mean it is the sole task for that staff member. As a team it is our goal to ensure all tasks listed are completed in the day.
- Reports- Just a reminder that reconciling reports is everyone's responsibility. I know things are tight right now with staffing but even if you can get a few in if you have downtime is a great help.