

Core Lab Meeting Minutes

Dec 16, 2025

Time 1400

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

- **Payroll-** Early pay cutoff for the Jan 2nd pay is Dec 18th @ 1200
- **Meeting Minutes-** Please go into MTS and read the minutes from our previous meetings.
- **CiTrol QC-** Since our new lot of CiTrol QC will not be available until January we will have to switch up how we are running QC over the next month, as we are getting low on Level 2 & 3. Each day when performing the daily maintenance, you will make up the 3 levels and run. Then at the end of the evening shift you will run Level 1 and Level 2 and, in the morning, you will run Level 1 and Level 3. That way we will have the extra frozen aliquots for January while we are waiting for the new shipment. During our training she did state that most labs only run 2 levels of QC so this will be an acceptable solution until we get the new lot. We may only have to make control 2 and 3 every second day, as we can use the frozen ones from day before.
- **Lisa Off-** I will be off tomorrow, and Amy will be the responsible person
- **Blood Supply-** Amy talked about blood supply over the holidays and flights. Inuvik will bump 8 and 8. Order later this week and send early next week. Ft Smith will have no techs on site so we will have to monitor their supply and be a resource for nursing staff if they require assistance with issuing blood products. Amy will also see about upping their inventory over the holidays. Amy will also print off the flight schedule before she goes off next week.
- **Blood Bank-** Please make sure you are looking at expiration dates when selecting units. Try to be using up the oldest units first, even if it is tagged to another patient. This will help with the amount we need to discard.
- **APL Shipments-** There will be no boxes sent to APL on Dec 24th. One will go on Dec 23 and then not until Dec 26th.