

MLA Meeting Minutes

Date: Nov 12, 2025

Time 1000

Attendee	Present?	Attendee	Present?	Attendee	Present?
Wanda T	✓	Aldie S		Carolyn R	
Jaime K	✓	Janina B		Jocelyn M	
Coralee SS		Pearl M	✓	Myles C	✓
Kaitlyn S		Vanessa J	✓	Tina Q	✓
Abigail P		Marife N	✓		

Agenda:

- **Accreditation:** Laura gave a presentation related to Accreditation and Tracers. These will be ongoing until the 2028 Accreditation. Amy and Laura will be asking various staff questions so answer to the best of your ability. This will help us find ways to ensure staff are informed and participating in Accreditation and to find gaps in these areas.
- **Calling in sick:** Call to the main lab and let a MLA or MLT know. Then call a supervisor ext. and leave a message.
- **Time off approvals:** Laura is covering payroll and will also be doing approvals for time off.
- **Clerk:** We are hiring a third clerk who will start soon. The clerks will be trained on MP and LIS OE and will be able to help out in the Lab also.
- **Hand Hygiene audits:** We, Specimen control are required to perform a minimum of 10 audits per month.
- **Mandatory Training-approvals:** Lisa will be receiving these requests in LMS for approval. If you are waiting on something please let her know.
- **YPCC-Urgent appointments:** Request that YPCC soft book waiting list patients and not fill the Urgent slots until 30 minutes before. Stanton has had more Urgent requests than we can fill some days and the YPCC urgent times have been pre-booked.
- **Schedule change:** JB is off until at least Dec 1st so the latest version will accompany these minutes.
- **OT banked as lieu:** Overtime can be banked as lieu time. Remember that lieu time off is not guaranteed as AL and ML take priority. Check with the MLT's to learn how to bank OT. Stat days worked are paid as per the Stat Bank process. We do not bank those separately as lieu.