

## MLA Meeting Minutes

Date: Dec 3 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	✓	Andrea F	✓

### Agenda:

- **Meeting minutes:** New binder to sign off. Reminder to read minutes and initial by your name once completed.
- **YPCC test list-status?** Jaime will try to complete this week.
- **Dr Wong's Dr Ayoubi- ECG tracings.** Registered mail. Dr Wong's may be picked up with his Immigration paperwork.
- **Hand Hygiene- 10 per month-** reminder
- **My hours-** Tuesday to Friday until Jan 9<sup>th</sup>.
- **Newborn Screening**-Can be done at any time. If too old for heel poke use syringe collection. Drop blood on circles-do not scratch.
- **Aliquot Memo**-labelling aliquots with as much detail as possible.
- **Fluids in the fridge**-another RL6 related to fluid cultures being put into the fridge. Fluid cultures do not go in the fridge. Follow guidelines posted on fridge for Micro samples.
- **Labelling errors for samples.** 2 Client Identifiers ROP. This is to be reviewed when reading minutes. This applies to samples as well as in person identification, especially when labeling.
- **Unpacking coolers:** Approved Process Map. 12 MP-12 LIS
- **Coolers for Ft Smith-** changes to Air Tindi shipping. If coolers arrive late then place samples in the fridge that can be run next day.
- **Privacy HNV, MP, LIS-** Viewing yours and others profiles. You should not access your own records. If possible, do not access a family members information. Only as required for work related events when nobody else available.
- **Early pay cut-off.** Dec 11 ( Dec 19 pay) and Dec 18 (Jan 2 pay)
- **Noises in Lab** (drilling). On going until Dec 12-2025.
- **COO Coffee break:** Dec 10<sup>th</sup> at 1330 until 1400. Diagnostic services boardroom.
- Sick leave and short notice calls when unable to come to work.
  - 1.0 Call 867-767-9300: **ext. 46465** and leave a message with the MLT/MLA. (start time 0630) They will write it on the board).
  - 2.0 Call **ext. 46679** and leave a message. (All Supervisors can access these messages).
- **Start times and arrival times.** The expectation is that you arrive at work in time to be at your start location on time.

## MLA Meeting Minutes

Date: Dec 3 2025

Time 1000

- **Staff Pot Luck:** Dec 12<sup>th</sup> at 1100 to 1300. Jaime will be posting a list for staff to write items that they will be bringing.
- **Standing Order sheet:** We will trial a new process. When a client presents with a Standing order requisition,
  1. Highlight that it is a standing order and any related information related to this order.
  2. Attach a demographic LIS label to the back of the requisition before or after scanning into the LIS.
  3. Book the next appointment time and provide that card to the client.
  4. Give the client back the requisition with their next appointment card.