

MLA Meeting Minutes

Date: Dec 10 2025

Time 1000

Attendee	Present?	Attendee	Present?	Attendee	Present?
Wanda T	✓	Aldie S	✓	Myles C	Covering OP
Jaime K	✓	Janina B	Off	Tina Q	✓
Coralee SS	YPCC	Pearl M	✓	Andrea F	✓
Kaitlyn S	Covering OP	Marife N	Evenings		
Abigail P	Off	Jennielou J	✓		

Agenda:

- **Accreditation Topic-** Client Identification- Lisa. Review of ROP and question and answer period.
- **Welcome Jennielou- MLA**
- **LIS-** Just a few things regarding LIS and codes
 - **REJ-** If you get a sample from ER and you need a recollection, due to hemolysis for example, you need to use the rejection code for this sample. Once you get a new sample you need to create a new order for that sample, you can't use the same order number for the new collection. In theory its best practice to use Cancel when you do not have a sample, and the reject code when you physically have a sample.
 - **TRY-** Veronica mentioned that someone had used the **TRY** orderable for a recollection that was done by ER. This code does not do anything when the collector is "XXX", it only gives us workload units when it is attached to a Lab ID.
- **Meeting minutes:** New binder to sign off. Reminder to read minutes and initial by your name once completed.
- **YPCC test list-status?** Jaime will send out drafts for review and feedback to staff.
- **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.
- **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 10th at 1430 until 1530. Ambulatory Care Conference Room
- **CSF frozen samples:** Not in original container. Pour into glass containers before freezing.
- **CSMLS-** certification renewals due by Dec 31, 2025 and expense submitted by April 1, 2026. **ORG code:** 41090 **Account code:** 52706 **Fund 01 Program code:** 10207
- **YPCC-** ticketing process. Up and running. Managed by DSC's.
- **Evening shift-** 6.5 Shift premium
- **Potluck Friday, Dec 12.**

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- **MRP-Jaime** agreed to be assigned to LIS Upgrade Project. Special projects as assigned by me.
- **Dec 24th:** YPCC close at noon and employees come to Stanton once samples sorted and picked up.
- **Dec 24th:** Stanton: Limited appointments to morning only. Walk in clients for the afternoon that can have testing performed on site.
- **Jaime to confirm with Buffalo if cooler will be dropped at APL on the 24th evening.**
- **Wanda to confirm if APL will pick up samples from Canadian North on the evening of the 24th.**