

Core Lab Meeting Minutes

Dec 24, 2025
Time 1400

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

- **Samples with Needles-** Do not accept any specimens that still have a needle attached to it. This is a safety concern for all staff. If a sample is delivered in this manner send it back to the ward or tell the staff member you will not accept until needle is properly disposed of.
- **Mandatory Training-** Over the holidays please look at your My Learning and complete any outstanding items. Also, make sure you are up to date with your readings on MTS.
- **Workplace Violence Policy-** Please review the following policies on workplace harassment. We are always aware that workplace harassment can come in many forms, and we tend to mostly think about the harassment we may receive from our clients, but we need to remember that this can also occur between coworkers and other workers within the hospital. Please be mindful of how we interact with each other on a day-to-day basis.
[Workplace Violence Prevention Program – Our NTHSSA](#)
[Harassment Free and Respectful Workplace Policy – Our NTHSSA](#)
- **Dec 25th-** Dexterra once again will be serving a free meal in the cafeteria for those working the Dec 25th.
- **Coroner/Warrant Samples-** POCT Fridge has 2 containers one labeled for each type of sample. For Coroner requests, if you are waiting for paperwork from them place samples in there until it is received, then they go into box for APL (no LIS entry). For warrants, make a copy of the warrant, record name and phone number of officer presenting the warrant. Advise office the samples will be put aside until we are authorized to release them. Warrant goes to supervisor or most responsible person who submits to Quality Risk. Via SFT. They will advise us when samples can be released.
- **Hand Hygiene Audits-** In the past I have taken care of doing these, but I will be asking staff to take part in the monthly audits. You can scan the QR code to log a Hand Hygiene moment- make sure to put "Core" in the comment sections. Each part of the lab is responsible for 10 audits/month each. We can keep track on the board, so we know when we hit moments.