

MLA Meeting Minutes

Date: Jan 7, 2026

Time 1000

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

Agenda:

- **Meeting minutes:** Reminder to read minutes and initial by your name once completed.
- **Hand Hygiene- 10 per month-** reminder.
- **Mail-daily delivery: Render** Please ensure mail is delivered daily toward the end of the shift.
- **Testing not listed on the APL site:** Ongoing discussion. On hold.
- **Pink urgent spots are not to be filled until 1-2 days before or day of.**
- **Outpatient MLA breaks are built into the OP schedule, this will need to be followed.**
- **Breaks schedule for the Lab specimen control team? Clerks break rotations**(Jaime to draft)
- **3 regular patients who have standing order type and screens.** Amy has approved us to photo copy the transfusion med req for these 3 patients.
- **Med travel confirmation faxes form Alberta?** Call Medical Travel to advise them and then shred the documents.
- **Ammonia pink paper.** Next meeting. Jaime?
- **Payroll cutoff.** Reminder Friday at noon.
- **Bulk Leave.** Submit all requests for AL for 2026 by January 31st. Seniority rules. Approvals/denials by February 14th.
- **Double book time slots:** GDS, DUB, Kids under 12.
- **Kit Given:** Enter the kind of kit in the comments section of LIS.
- **Task listing/sample sorting in outpatients:** We will be looking at moving that process back to the Lab and MLA's will just perform collections as we are double booking now. Possibly the 8 person in the Lab could manage this task.
- **In the interim, please do not tube specimens to the Lab between 1 and 2 as the cooler is being packed.** Bring samples back if possible. 8 person in Lab can also perform this task.