

MLA Meeting Minutes

Date: Dec 24 2025

Time 1000

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

Agenda:

- **Meeting minutes:** Reminder to read minutes and initial by your name once completed.
- **Hand Hygiene- 10 per month-** reminder.
- **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. Please submit CSMLS receipt to Lisa by the end of Dec for your files.
- **No cooler on Dec 24th via Buffalo.**
- **No cooler to APL via Canadian North on Dec 24th.** Send via Canadian North Dec 26th or wait until Dec 27th. Jaime will review and make this decision.
- **Sputum samples:** All sputum samples are to be ordered in LIS from all locations.
- **Coroner/Warrants:**
In the POCT fridge are two blue containers labelled Coroner Samples and Warrant Samples.
 1. Coroner requests usually come to us asking for samples to be sent to APL. If there is a delay in the time of the paperwork coming, then place the samples in the Coroner bin until the paperwork arrives. We can then add these to the APL cooler.
 2. Police Warrants: Make a copy of the warrant. Record the name and phone number of the officer presenting the warrant. Advise the officer that we will put the samples aside but we cannot release them immediately. The warrant goes to a Supervisor or Most Responsible person who will submit the warrant to Quality and Risk via SFT for review who will then advise us when the samples can be released. Pull the samples related to the warrant and place them in the Warrant bin until Quality and Risk gives the go ahead to release these samples.
- **Mail-daily delivery:** Please ensure mail is delivered daily toward the end of the shift.
- **Calling in sick/short notice leave:**
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).

MLA Meeting Minutes

Date: Dec 24 2025

Time 1000

2.0 Call ext. 46679 and leave a message. (All Supervisors can access these messages)

- **Testing not listed on the APL site:** Ongoing discussion
- **Samples with needles attached.** We not accept samples with sharps attached.
- **MTS-Performance reviews :** MLA's who have these documents in their SAM/HRIS: MTS 80% by June 2026. Copy and paste link below into your web browser and save in favorites.
- [https://smex-
ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.medtraining.org&u...
mid=0b78db0e-9dbb-44ff-87ec-
a2de4b4e3750&auth=6153c64cd62e83a0d7c332ef92d816903759cb08-
bde86d62d9db30cb0e068c356d2edf5203bf5460](https://smex-ctp.trendmicro.com:443/wis/clicktime/v1/query?url=www.medtraining.org&u...)
- **Walking to vehicle-Parking lot and/or Stanton Suites-**Security can escort if there are safety concerns.
- **Free lunch/dinner in cafeteria tomorrow, December 25th.**