

MLA Meeting Agenda

Date: Jan 14, 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	✓	Julianne G	✓
Abigail P		Jennielou J	✓		

Agenda:

Standing Items:

- **Meeting minutes:** Reminder to read minutes and initial by your name once completed.
- **Hand Hygiene- 10 per month-** reminder.
- **Mail-daily delivery: Reminder,** Please ensure mail is delivered daily toward the end of the shift.

New Business:

- **Testing not listed on the APL site:** Ongoing discussion. On hold.
- **Breaks schedule for the Lab specimen control team. Clerks break rotations**(Jaime to draft)
- **Ammonia pink paper.** Next meeting. Jaime?
- **Sputum Samples-** Please ensure all sputum samples are going to Micro for pre-evaluation. They will return the sample to Specimen Control if they decide it will be sent out for testing. They will place a sticker on the bag confirming it has been checked.
- **When sorting ECG's in mail, make sure you are checking the correct location.** DND got the wrong ECG
- **Order entry and missed tests.** Two RL6 events related to missed tests. Clerks, please ensure all testing is ordered. MLA's review requisitions to ensure all testing has been ordered. We are going to have to keep this process going as the new clerks are being trained on LIS OE.
- **3 regular patients who have standing order type and screens**
- **Medical Travel Confirmation**
- **Bulk leave:** If anyone has any questions about this process please let one of us know and we will try to answer them or get the answers for you
- **Roundtable:**
 - Welcome Julianne. She is our new clerk
 - Double booking has been a learning curve. Now there is more LIS ordering since double the appointments. We will work on this process together, if you have ideas to make it better, we will discuss at our meetings
 - If patients are late for their appointments, they might have to wait or if they are really late, might need to be re-booked. When they are late, please put late in Medipatient and write LATE on the requisition so the

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collectors know. It can be put in order comments, but this is harder to see since it is so small

- The centrifuge was moved from outpatients to the lab. This is ok on Wednesday, Thursday and Friday since there is an extra person but isn't working as well on Monday and Tuesday. It is making it very busy for the MLA in the lab to do the extra work. Again, everyone think about this and suggestions to make it better and we will discuss and make changes if necessary
- When an appointment is a child, it can be very time consuming if the child is not cooperating. Child is defined as <12 years old. It was suggested to book both appointments for the child since it will take 2 people to do it. We will try this for now and when Wanda returns, we will make sure she knows about it and makes changes if necessary
- AB Ref is an issue. Pearl wanted to know if we could make other AB ref codes (#1, #2, etc.). Jaime was told that LIS isn't making any changes right now so again lets think about this process and come up with good solutions and go from there
- Rack for inpatient vs outpatient in specimen control is a good idea and helping with the extra work of centrifuging samples