

MLA Meeting Agenda

Date:
Time 1000

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

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:

- **Dr. Wong STI samples** – Jaime (Give to micro if there's a swab, then put in fridge TDG)
 - **Laura S let everyone know that micro does not want the swab as there are so many samples and duplicate micro orders**
 - **Check the bag for any blood samples and make sure they are spun**
 - **Bag can be put in the TDG bin in the fridge and then go right out**
- **Community samples** NIC vs Doctor
 - **If the requisition is from a community but there is a doctor name, you need to order the sample for the Dr not for the community NIC**
- **Community samples** – Photocopying and crossing off send outs
 - **Don't use a sharpie to cross off tests, circle them and say testing was sent to APL**
 - **If sending to APL, cross off the tests that we do here so they are duplicated in Edmonton**
- **YPCC Labels** – Need to tape labels there because they don't stick for some reason. Also put PTT/PT on a note on top of cooler if there's one that might time out
 - **The labels are not sticking, so you have to put tape on them**
 - **This is happening in FS, they have been told**

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- **Requisitions-** Please ensure you are double checking the requisitions to ensure you are entering all tests required. It is also a good idea that the MLA drawing blood confirms what was ordered and nothing is missed. We had a req from YPCC, where the clerk missed a test and it was not caught and now the sample is too old for testing.
 - **Clerks need to go through all 3 columns of the requisition and highlight any tests order**
 - **If test is already highlighted on the requisition but there is no check in the box, we do not order it**
 - **There have been some missed tests, so clerks make sure to go slow and take your time when ordering and MLA need to check the requisition before collecting to make sure nothing was missed**
- **Accreditation-**
 - **Went over the accreditation topic PPE**
 - **Also did the tracer for the topic**
 - **Results will be saved on the shared drive in case staff want to review**
- **Roundtable-**
 - **Coralee mentioned how all labels need to have the collectors initials on them. Jaime let everyone know there is a box for this on the label. Might also need time of collection but we will investigate that later**
 - **There have been a lot of instances where the Dr is sending the patient without a req and telling them they will fax it to the lab. But the lab does not accept faxed requisitions anymore. Then the patient gets frustrated because they are here and we can't collect their samples. This will need to be followed up by Wanda when she gets back**
 - **If there are 2 different doctors ordering the same tests, we need to Medipatient 2 stays, one for each doctor. Then discussed collecting the samples twice-once per doctor or sharing the samples between the two orders. It seems easier to just collect twice. We will try that for now. If it is a difficult poke, we will then share the sample as it will be too difficult to collect twice**