

MLA Meeting Agenda

Date: Jan 28 2026

Time 1000

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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	√	Laura	
Abigail P		Jennielou J	√	Lisa	√

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:

- **Ft Smith Coolers-** Until the 2 new contract staff arrive in Ft Smith, Sisan will be sending all his samples for APL to be manifested and sent off. I have asked him to place these in a separate bag, so it is easier for you to distinguish what samples need to be handled. The new staff are set to arrive Feb 6th so this should be temporary. There is no Medipatient site for Ft Smith so Jaime said to use the STH encounter.
- **Bulk Leave-** A reminder all bulk leave is due Jan 31, 2026. We will have them signed off by Feb 14, 2026. All other leave can be submitted after Feb 14th.
- **Laptops-** All the laptops are now working in the collection rooms. You can use these to receive your samples.
- **Blood Bank Reqs-** Jaime asked if Amy could send out another email in regard to TS requisitions. Lisa will talk to Amy and have her reach out to Jaime
- **Ft Smith-** The contract worker is sending up the urines to STH for processing. Lisa will reach out to him about this as they have the capabilities to run the samples there.