

MLA Meeting Agenda

Date: February 4, 2026

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	√		

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:

- **Samples at window-** Please make sure when you are taking out samples from the bucket at the window that you are looking at each sample. We had an incident where a Synovial Fluid was placed in the yellow bucket, alongside Pathology samples, but the person who grabbed the samples placed it in the Pathology bucket with the rest of the samples. The fluid was in its own bag with a blue Microbiology Requisition, so it should not have been mistaken for a PATH sample. This was not noticed until the Evening shift, causing a delay in the results.
- **Dexterra-** On February 11th, Dexterra will be replacing the exit button by the doors leading out to the cafeteria. They are doing a trial run with new motion sensor buttons. You will still need to scan in from the cafeteria side but exiting from the lab side there will be a new motion sensor.
- **Lisa Away-** I will be in Ft Smith from Feb 9- 20. I will still be accessible by phone email and Teams. Jaime will conduct meetings during this time; she will notify Lisa when minutes typed up and Lisa will upload to MTS.
- **HNV-** There will be downtime for HNV on Feb 12th, from 9pm-4am
- **Appointments-** Lou mentioned patients are getting upset as they are not being seen in a timely fashion, as patients are getting accessioned as they arrive and not as per the appointment schedule. Even if patients arrive early make sure you prioritize the appointment list. Write appointment times on top of the requisition unless it is a standing order.
- **Labels-** Jaime has updated all the labels required for Specimen Control. She has sent an email informing you about where to access the new templates. They must be printed in color, ask her or Pearl to assist if needed.
- **Breath Test-** If patient arrives for serology testing, order a rejection test and reorder with the stool antigen testing.
- **24hr Urine testing-** Patients should be directed to STH for pick up off containers. If multiple testing required, only give one jug out at a time, ie: give the plain jug first, once they completed that testing give them the acid jug.