

Core Lab Meeting Minutes

February 25, 2026
Time 1400

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa		Amelia	✓	Jolina	✓
Amy (Recorder)	✓	Hanna	✓	Brianne	
Erin	✓	Uswald	✓	Brayden	✓
David		Theresa		Florence	
Isaiah					

- **Vitros-** Issues with the Vitros changing the Cal Kit 32 to Cal Kit 2 when calibrating. Amelia touched base with the Ortho tech, and they gave her instructions on how to resolve the issue. She sent an email out to all staff with the instructions, but we will also get them typed up and put in our job aid binder.
- **BHCG-** When looking at the Worldwide Means for BHCH, make sure you are looking at the Microwell Series data and not REF 680-2301. I do not believe other labs are entering their results into the correct category so when looking at the REF data the results are not comparing to what we should be getting.
- **On Call-** As discussed in the past, if you are on call until 2300 or 0630 you are responsible for all calls until that time arrives. The only exception would be Sundays when the 0630 should try to be out by 2230 to give them an 8-hour rest period. I had an email from Maggie Jacobs that on numerous occasions staff have called the PCC at 2230 saying they are leaving, and they can call the 2300 person, and when they do the 2300 person states they are not on call until 2300. They have also been told that discussions were being held, and they were allowed to call the next person early. This is not the case, and I expect all staff to be completing their full-on call rotation.
- **Blood Bank-**
 - Medivacs – please make sure that the Transfusion record page is placed in the box with the unit and not on the outside with the invoice when packing units. We had a recent medivac in which the paperwork wasn't completed because it was not with the unit in the box.
 - Reminder for ordering products and components – you cannot have two of the same order code on one accession number as it does not send the orders across to EMR and HNV properly. If you are issuing 2 different lot numbers or the same lot number but 2 different received dates they need to be on two separate Accession numbers. For blood you can either put new orders on a new accession number or amend the amount of the RC order in modify to reflect the addition of units.
 - Please when samples are being received ensure they meet all the criteria with the BBID stickers, initials and time and date. If not return them to the collector to amend. If stat you may start the work before this happens but it should be corrected before results are given.

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- Neonates are considered anything birth to 4 months of age. If it is a Cord blood order using the CORD order code. If it is Venipuncture you can order CABO, CRH and or CDAT to order testing individually. These order codes are for the babies and make up the CORD group code. They do not have the reverse group and will link to the mothers information if we have it. If they have not provided the mothers information it is ok and you can bypass it. It is not required. The onus is on the ward to know if mother requires Rhig based on the baby's result.
- **French Active Offer-** We had a complaint that lab staff have not been comping with the French active offer. Please ensure when answering the phone you answer by saying Hello/Bonjour Lab. This allows our clients to know they have the ability to request this service. Copies of the active offer and information sheet including contact information for French speaking employees and CANTALK have been placed in Chemistry, Outpatients, Specimen Control and Micro.
- **SAM Orders-** Please make sure when you are entering an order into SAM that you are hitting the green check mark to be submitted. If this is not hit the orders do not come to me for approval, then causing a delay in shipment.
- **Chemistry Reagent Lists** – These have been printing off in duplicate – Lisa will be putting in a task regarding this. It is possible it is a glitch due to upgrade.