

## Core Lab Meeting Minutes

March 11, 2026  
Time 1400

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

- **Hand Hygiene-** Standing agenda item. Reminder to continue with our hand hygiene audits. 10 moments per month 😊 Great job on getting these completed
- **Accreditation Standard-** Hand Hygiene went over the standards and completed questions- Saved in Accreditation folder in Lab shared folder.
- **Biological Spill Kit-** As it was deemed a tripping hazard during the Site Safety Inspection, the kit has been moved. It is now located under the fume hood beside the centrifuge.
- **IWF-** Please replace the IWK weekly when doing Friday Maintenance. It dries up and we want to keep it wet
- **Mg Slides-** Issues with onboard stability and not lasting the full period, in the cases reported it is <2 weeks. Ortho recommends only keeping one cartridge on board at a time while they investigate. If multiple ones are onboard, you need to run QC when the new cartridge is put into use.
- **Materials Management-** MM will be doing their year count on March 30 & 31, 2026- Last day to order in stock Warehouse items is March 26<sup>th</sup> at 1200. Unless an emergency so stock will be delivered during this time. Non stocked item ordered need to be in by March 12 @ 1500.
- **Schedule-** As we try and make the Specimen control team schedule for April I will be switching some shifts on our schedule. The SC 0800 shifts will now be SC 0700 so we can help with morning rounds. Also, they may be overtime offered for all staff to fill in the SC team schedule.
- **Merging Stays-** Be ensure you are selecting the proper encounter when entering samples into LIS. It was noticed that patients were entered under an ER stay instead of the Hospital encounter.
- **Lisa Vacation-** While I am away Amy will be the responsible person and Laura will be in charge of anything Supervisor related.