

## Core Lab Meeting Minutes

April 29, 2026  
Time 1400

Attendee	Present?	Attendee	Present?	Attendee	Present?
Lisa(Recorder)	✓	Amelia	✓	Jolina	
Amy	✓	Hanna		Brayden	
Erin	✓	Uswald		Florence	✓
David		Bayo		Tessa	✓

- **Standing Item-** Hand Hygiene audits, keep up the good job and don't forget about the ongoing contest
- **STBBI testing-** There have been some issues with our unhoused population not getting their STI testing completed as APL is cancelling the tests due to lack of 2 unique identifiers. These samples usually are labelled with name and DOB and get sent down without being accessioned, however APL does not consider DOB as a unique identifier, so they cancel it. What they will accept however is an LIS accession number. So, the corrective action Jennifer has put in place is that all these samples must be ordered, have a manifest and be tracked as per our normal workflow. If you are helping out in SC, please make sure this happens so we can ensure our unhoused population is being served appropriately.
- **Break Policy-** So STH is developing an Employee Break Coverage SOP to establish clear expectations and processes to ensure staff can take timely and uninterrupted breaks. The SOP states under the Performance Measures that 100% of staff will be aware of and compliant with the SOP. We will need to comply with the 2 15-minute and 1 30-minute break times.
- **HealthNet Viewer-** There will be a HNV downtime April 30 from 2100-2130. It is set for 30 minutes but should only take 15 minutes to complete the maintenance.
- **ePerformance-** Another reminder to please go in and complete your self-assessment. I would like to get these completed in the next few weeks
- **Accreditation Topic-** Fire Safety
- **Blood Bank-** If you have a Red Cell order or an Emergency Issue, the second you issue units you will not be able to link the order to other orders. You will have to create a new order and add any new RC orders to that new order. Or you can add the TS to the Emergency issue order. Makw sure to add comments to any of this work to show what you are doing. If you still have questions, please talk to Amy and she can walk through the process with you.
- **Supplies-** If you see Malcolm(stores) has dropped off parcels please have a look at them to ensure they do not need to be put in the fridge or freezer.
- **APL Samples-** APL called stating they are receiving a lot of samples that do not have a requisition or manifest. Please make sure you do not send samples unless you have these accompanying them.