**Staff Meeting – Laboratory Department**

**17 July, 2012 13:33 – 14:19**

**Attendants**

* 1. Jennifer Daley Bernier, Laboratory Supervisor
	2. Kathryn Arthur, Medical Laboratory Technologist
	3. Marian Myles, Casual – Medical Laboratory Technologist
	4. Lori MacKay, Casual – Medical Laboratory Assistant
1. **Regular Staff Meetings**
	1. We will begin to have regularly scheduled staff meetings.
	2. Meetings will occur every Tuesday from 13:30 to 14:00.
	3. Frequency of meetings will hopefully reduce the length of time needed to address lab concerns and improve communication within the lab.
	4. Meeting minutes will be placed in the Staff Meeting Minutes binder and will be distributed using the MTS Competency Assessment on-line software.
2. **New Caps for Run Samples**
	1. We now have new caps for placement onto vacutainer tubes following analysis.
	2. These caps are colour coded to be as close to the colour of the original hemoguard cap as possible: the exception being the EDTA tubes, please use the red caps for the EDTA tubes.
	3. The caps have been implemented as a result of a number of incident reports in which technologists have been splashed with serum due to hemoguard caps being improperly secured when they were replaced on the tubes following analysis.
3. **Workload Statistics**
	1. The LIS Administrators are currently building the Workload Module for SCC.
	2. Jennifer will place tally sheets next to some areas for us to generate an average number for workload statistics so that these will not need to be entered into the workload module on a weekly or monthly basis.
4. **New Instrument Work-ups**
	1. The validations of the new CellDyn Ruby and the Vitros 350 are beginning.
	2. As activities can be delegated to staff, Jennifer will be talking to the affected staff members directly.
5. **Sysmex 560 Training**
	1. The Sysmex 560 manual is almost complete. Once the manual has been signed off by the Medical Director the manual will be available for staff review.
	2. Following the review of the manual staff will receive training and the training checklists will be completed.
6. **Signing Into Security on Call Backs**
	1. For the safety of staff coming into the facility after hours, it has been requested that lab staff sign in at the security desk to ensure that security is aware of a lab staff members’ presence in the building in the event of an emergency.
	2. The sign in log may be used from time to time to verify call back data entered into PeopleSoft.
7. **Staff Schedule**
	1. Schedules will be posted on the bulletin board fourteen days before the commencement of the schedule.
	2. Jennifer will be working on creating the working schedules for the rest of the calendar year and will place them in the appropriate folders under the Staff Schedules folder
8. **Memo**
	1. A new memo has been distributed to all care providers regarding the continuation of reduced services.
	2. This memo has been attached to these Meeting Minutes.
9. **Changes to the G:// Drive**
	1. The LAB folder on the G:// drive has been reorganized to allow for more simple navigation and to reduce redundancy.
	2. Changes will require a bit of “getting used to”. Hopefully, staff will find that the changes make it easier to navigate within the LAB folder.
10. **New Home for MSDS**
	1. Following the painting of the wall next to the accessioning computer the MSDS binder was not placed in the same location as some staff members could not reach it.
	2. Until further notice the MSDS will be placed on the shelf above the Accessioning Workstation.

Distribution:

Staff Meeting Minutes Binder

MTS Competency On-line Tool



