

MEETING INFORMATION			
Date:	Wednesday June 12 th , 2024	Time:	2:45 - 3:15 PM
Location:	Dawson Room - SSRH		

ATTENDEES			
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	
[REDACTED]	[REDACTED]	[REDACTED]	

NOTES		
Topic	Discussion	Action
1) New Interim Manager	[REDACTED]	Please feel free to introduce yourself
2) Holiday time	New payroll process - if a holiday is requested off holiday time must be used, not vacation	If you have any questions please ask
3) SOPs	Things highlighted; <ul style="list-style-type: none"> • No jewelry • Double patient identifiers • Reviewing hand hygiene (reminder when collecting gloves must be removed after each tray is collected from a patient room) • Full uniform to be worn - including hat • Food and drink - to be kept in area by sink • Aprons - one time disposable, dispose of after used immediately. Needed in both positions on stripping line • Hair coverings - all hair, including beards. 	Please review policy

<p>4) Desserts done ahead of time</p>	<p>No need to do desserts ahead of time ex. Pudding. Not a good use of time. Please grab a box as needed</p>	<p>If you have any questions please ask</p>
<p>5) Pot sink review</p>	<p>Reminder;</p> <ul style="list-style-type: none"> • Please fill out all logs, this is to ensure compliance should we ever be audited. This demonstrates that pots have been properly washed and sanitized • If the water is too cold or too dirty, pots will not be washed or sanitized correctly. Please refill as needed & retest pH. 	<p>Logs to be monitored moving forward.</p>
<p>6) EFAP</p>	<p>EFAP is Employee & Family Assistance Program offered to all FT & PT employees. They offer a wide variety of services that can assist in both personal and professional life.</p>	<p>Please see NFSS for more information or visit nshealth.lifeworks.com</p>
<p>7) CVA blue liners</p>	<p>Please remove blue liners from trays and put through dish machine</p>	<p>If you have any questions please ask</p>
<p>8) Clog under white belt</p>	<p>We're not sure what keeps clogging the drain under the white stripping line in the corner, however please remember to spray dishes before putting through dish machine to limit the amount of debris that gets into all equipment.</p>	<p>Thank you for your efforts.</p>

<p>9) Staff concerns</p>	<ul style="list-style-type: none"> • Bag of eggs in salad table - please date bag • Review of salad ingredients - if something dies before expiry date, date becomes date of ingredient expiring • Badge now needed for ICU 	<p>Please continue to bring concerns forward</p>
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Please sign off once you have read:

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