Flow Cytometry Staff Meeting

Friday, November 16, 2012

* I wanted to clarify both my understanding and the official expectations of the roles of the 6:30am/8:30am positions. The 6:30am person picks up the morning work and starts prepping any specimen already triaged the evening before. This is done while sorting and triaging those specimens just picked up. The 8:30am person’s first priority should be to make sure the 6:30 person is freed up so that they can take a break, then they can assume their position, filling in where necessary. Most importantly the 6:30 person must be free to leave at 3pm, it is everyone’s responsibility to make sure this happens. On the other end the 8:30 person is required to stay until 5pm. If all the work is done, this time should be used to triage/panel select for the next day, restock, clean up the browser etc. This also applies to the weekend. You are required to stay for your entire 8 hour shift unless you have asked permission in advance or have contacted me with extenuating circumstances. I understand and have been here long enough to be aware of all the time you stay late to get the work done that to occasionally be able to leave early when the work is done seems fair but in reality there is always something to do that HAS to be done and until all those tasks are complete leaving early, without permission, cannot be expected. In the very near future we will have an evening tech and our work flow

will shift. After we see how having an evening shift impacts us we will revisit our schedule and see what modifications we might need to make.

* Pat has given everyone the new CD34 assay information, the procedure and training checklist will be available soon.
* I know it has been your practice to pool sheath fluid but I can’t help but feel this is not the best practice, especially in the winter. Going forward please date the cube of sheath when you

place it on the instrument, under no circumstances should a cube be on an instrument for longer than 2 weeks otherwise we run the risk of mixing too old with new. It is better to throw out sheath from a cube opened more than 2 weeks before than risk compromising our results.

* As you all know Dr. Smith wants us to be extra careful with panel selection. Please check patient notes, if there are no patient notes and the selection does not appear clear cut please refer to the patient’s file(if a known patient) and please make a note on the patient’s coversheet that

there were no patient notes and refer to the resident for panel selection.

* Cocktails: The expiration dates on these seem inconsistent. As we train new people inconsistencies become very obvious. Going forward it was decided that a 10 day expiration date should apply to all cocktails. We also discussed the ultimate necessity of some of our rarely used cocktails. Which cocktails to eliminate will be discussed and determined soon
* Please make sure I have all of your cell phone numbers. As we approach the winter we discussed that we all understand that we are all expected to get into work as scheduled. The only exception to this is of course our own personal safety. Make every attempt to get here, call if you cannot or if you will be late.
* Once again, everyone has done a great job working under difficult circumstances. The holidays are coming and we will be rather thinly staffed during the month of December but hopefully our pace will be a bit slower. Thank you to everyone that has done such an excellent job training.
* Happy Thanksgiving!!!