Minutes of Staff Meeting

Jan. 1, 2015

* New Holiday Schedule- Majority of staff voted to replace Good Friday with MLK and keep the rest of the Holiday schedule as is. See posted schedule. Also the posted schedule for MLK volunteers will stand for this year.
* Fluid Sapphire- When running #11, the tolerance levels are the same as the front Sapphires. This is to assure that the instrument is still running well after fluids are run through it. Check the agreement: Wbc- +/- 1.0, Rbc- +/- 0.15, Hgb- +/ 0.3, Hct- +/- 1.5, MCV- +/- 3.0 and MCH and MCHC- +/- 2.0. Sometimes the Mean/Limit values get inadvertently changed. Reminder only bloody and markedly turbid fluid samples should be run through the Sapphire. No joint fluids, BALs, those that appear to have a clot, pus or a hx of bacteria.
* Parveen has prepared tubes for the floors for micro-methods and high hcts.
* Maria has officially retired. Best wishes to her. We will miss her.
* Bone Marrows- need to expedite those that come in on the day shift. It is the responsibility of the Misc. tech to check the bucket and process these. If there are only 2 techs in the front area, the Coag tech will process the bone marrows. If Coag tech is too busy, they need to notify a supervisor.
* Effective Jan. 1, 2015, daily microscope maintenance needs to be done and signed off in the log in diff area. This will be done on the day shift.
* Looking for volunteers to cover night shift “B” weekend.