# Hematology Lab Weekly Meeting

# Meeting Minutes

August 27, 2015

* The lab week committee is looking for some new members, if anyone is interested let Pat know.
* Everyone is getting Diffs assigned for correlations on the new instruments. It will be a process and we are trying to get it completed by the September 30th “go-live”. Just bear with us.
* Online training for Sysmex. If you have not taken RU 20 training, notify a supervisor or Pat. RU 20 training is also part of the Sysmex training.
* Printers and faxes – as we mentioned before they are getting serviced by Auxilio. If any of these has a sticker on it you must contact the help desk at 688-4357. The used cartridges are still being collected by them also. Please bring them to Anna’s office and she will contact them to be collected. Pat posted the Auxilio information on the boards.
* FYI, the Methanol is considered a hazardous waste and it should be disposed on the 6th floor storage area. It has to be labeled properly and the quantity has to be guess estimated. There is another area on the 5th floor where the reference area is but the one we use is on the 6th floor. You also need to be trained to bring it there. If you are interested in getting this training let someone know.
* The Chemical Hygiene Plan also known as the CHP it was developed in 1990 as a result of OSHA deciding that the laboratory clinical workers needs to be aware of safety in the work place. There are many pages that has many appendices. We encourage you to take a look at it and this can be found online.
* We will start training next week on the XN-9000, using a checklist and procedure. Try to get your online training done.
* When you are on the coagulation instruments. Please don’t go to the calibration icon next to the controls. If you have a problem with calibration please let someone know. You can always check with Parveen and if it is on off shift check with a Special Coagulation Tech to resolve the problem. Also go on the QC section and enter the comment. On the weekend you also can call Parveen on her cell and she will guide you through it.
* Reminder when you go on the floor for the bone marrow do not make the smears with EDTA. Just make the smear on the floor with no EDTA. Also be aware that there is a centralized log for the bone marrow where the schedule for the week is and also a problem log. All issues to be brought to the attention of Pat. If you receive an add-on write it in on the back with date, time and the added marrow. Syringes are not to be out to the public view in the lab. Take the syringes in the bio hazard bag and put it at the bottom. Also everything should be Soft labeled.
* Reminder that we are in the DPH window and all logs need to be completed and everyone should be ready for the visit.
* This week we received our 2nd student and she is coming from the University of Bridgeport. The student are going to be with us for total of 7 weeks except on Mondays.
* BMAST is a code for bone marrow assistance and we will order it if we assist with the test and it will give a statistical credit on the labor part of the bone marrow.
* Chairs – the blue chairs are wearing out. We as a department are working on replacing these chairs. We are getting 4 new ones to start.
* TEG – this is the test performed during a liver transplant and we are going to start this test very soon. We have a marble table at the back to put the instrument because we need to have a sturdy place to put the instrument with no vibrations. Jerry will be involved in getting this test developed.