# Hematology Lab Weekly Meeting

# Meeting Minutes

September 17, 2015

* Platelet aggregation people – there is a point on the CAP checklist that states the platelets must be run 3 to 4 hours after obtaining the specimen otherwise you may lose some of the responses of the platelets. There is a clinical reason to run these earlier.
* As a result of our employee engagement survey Pat discuss a little bit of our hiring process. We had 6 vacancies last year to fill, there was a major issue with finance not getting the information our lab supplies to them regarding our expenses in terms of supplies and labor. Somehow our manual Diffs and some of our labor intensive testing were not getting tracked by the finance people. It appeared to them we didn’t need the labor and that’s why we were in the red. There is a report called the payroll trend report and is not a real time report. Pat gets it 2 to 3 weeks after the pay period. If that report is in green, then there is no waiting time and that requisition goes immediately to our website to the public. What happens if we have less than the FTE and we are in the red zone Pat can’t hire the program won’t allow for it. It’s a computer program and locks her out and she can’t do anything. The payroll trend report has tight control. If we have an increase in volume that’s good for us. Currently we have a day shift vacancy and we also had a night shift that got closed out since it was vacant for a long time. When we were in the green we had a volume of a little over 2300 samples a day and now we have a little over 2000 a day. It doesn’t take into account the transfer Ed is making and that Paula is retiring or going to casual, we don’t know yet. In addition to the day vacancy we have another day shift vacancy that utilizes the bone marrow credit that we have from oncology and that one needs to go to the vacancy review board. In order to fill these positions quicker, we have to post them internally to see someone wants to transfer and doesn’t need to go to the vacancy process. The internal posting is for 7 days. If anyone is interested in changing hours they should see Donna or Pat within that time frame as it can save time overall.
* Bone marrow – leave the biopsy and clot with the nurse. Surg path wants to go to floor to pick up and will send someone because it takes less time to get to them instead of waiting for the courier.
* Pat as part of the employee survey is going to start one to one rounding. The reason that it stopped is because HR was going to revise the form to reflect our CHAMP and other things. We might have to talk a little bit about CHAMP when we do the one on one. Pat also will be interested in hearing about any patient story or any surprising finding you came across with. This will start very soon.
* If you have a polybrene test ordered on a sample and it is beyond the 4 hour time frame, we will not process the test. If the doctor insists upon the test, call the lab resident to handle.
* Parveen still working on the mixing study reflex test. PTT mixing and PTT time but it will take time. We don’t know how long but meanwhile if you get a critical result on a PT or PTT mix call the doctor or the nurse. Always put the comments with the time and date.
* When you are running commercial QC for the 1st time when you open a new vial dated with the expiration date not the open date. There is 7 days for the Sapphire and Sysmex and 30 days for body fluids Sysmex and the date is right on the tube.
* There was a potential Ebola patient a month ago and what trigger the administration mind was why they should do a Malaria test rather than later because a lot of the symptoms of Malaria are the same of Ebola. The process is going to change just a little bit and is going to involve a hematology person 24/7. Virology and Microbiology techs will be the primary test doers of the Binax Now. We are going to start with Binax Now which is a little bit different of what we do now. Virology is being trained but if you don’t do something every day you may not remember the details. The Virology manager is going to get the package from us and we are going to include that as part of the procedure. The heme person will be the 2nd person and the resource for them. Safety measures are going to be taken with minimal risks.