# Hematology Lab Weekly Meeting

# Meeting Minutes

October 1, 2015

* Progress update on the XN: Data is being analyzed now and all this is going towards validation as well as helping us develop the proper rules for our smear making and what we can send out and auto verify and what we need to hold onto . Our tentative go live date is 10/27, but much will depend on IT.
* 2016 Compensation package will be arriving pretty soon. Open enrollment start on 10/26 and runs until 11/13. We still going to have PIP and the maximum is going to be 3% the same as it is now. Performance percentages is up to 4% depending on how long you have been here. FYI, the flu shots no changes this year but for 2017 it will be mandatory. Tuition reimbursement maximum has increased; full time employees will get $4200 and part time will get $3000. PTO election will take place 11/16 through 12/11. PIP pay-out on 12/10/15 this year. Enrollment is going to be online.
* The hospital still wants to be the employer of choice. They want to focus on health and our well-being. By Jan 1, 2017 our health insurance costs of 20% will be coming out of your pockets and it’s related to the federal health care.
* HRConnect started on 9/30/2015 and the HR website changed also.
* When you are having Icteric, hemolyzed or lipemic plasma please enter the comments “sample Icteric/ hemolyzed or Lipemic”. The comments are helpful for the physicians and the safety of the patients.
* Starting today 10/1 we are going to have anyone who runs the sapphire in all shifts run the QC on the XN. The day shift will be running the auto clean. If you have questions there is a manual up front.
* When is a change of shift please communicate with the person that is relieving you. You also should put it on the communication log.
* Bone marrow folks – if something happens that is urgent contact Pat or any of the supervisors. But if is not urgent make sure to write it on the bone marrow communication log.
* Make sure that everyone is signing off the logs.
* Please do not wipe anything that is electronic, mouse, computer screens with bleach. Electronics doesn’t like the bleach including the flat screen and the Sysmex because it could shut the whole systems down. Also another reminder you should not have any other lab coat hanging around, send them to the laundry and only have the one that you are currently using.
* We are going to start evaluating kits for a non-specific esterase stains. So if a new leukemic comes in the meantime, make 15 slides instead of 10.
* Patient story – Clinton found Babesia in a patient that the test was not requested.
* Thanks for all you do !