# Hematology Lab Weekly Meeting

# Meeting Minutes

October 22, 2015

* Irretrievable shared sample form- This form should be used for fluids that would be shared between

Heme, Micro and Chem.

In most cases for fluids, Micro will receive the sample and form first.

When complete, the form and sample will be forwarded to Heme. When we finish analysis, the

“FROM” section should be filled out and scanned into Soft Media if we are the last lab. Then form can

be discarded.

For BMs, this form would need to be filled out if:

1. green topped tube needs to be shared with Flow and Cytogenetics.
2. Lavender tube needs to be shared with Flow and Molecular.

* If Differentials for PB or fluids are left for review, please have all info on the printouts. If morphology,

Bacteria, etc. is missing, it is assumed you did not see it. This part of your competency and it

Will be noted.

* Note to all: Don’t report preliminary results and don’t process tests beyond time limits.
* Beth D – XN rules and operation manual is on a clipboard for all to review and sign-off on.
* Welcome Rong our second University of Bridgeport Med Tech student
* XN Sysmex- we have been working on stain quality and fine tuning procedures. GO LIVE date has still

Not been decided.

* Will start training on SP-10 the week of October 25th.
* Safety – read procedure posted on white board and sign-off. Complete Fire Safety Competency has been

assigned to all staff in Ellucid.

* Beth D. is complying data for Pat and Dr. Rinder regarding the various obstacles that we are

presently encountering with the assisted BM procedures. Pat will be meeting with Maureen and

other members of the BM team to find solutions.

* CMS inspection – complete and we will not need to file EOC forms daily.
* Thanks for all your hard work!