**Hematology Laboratory Staff Meeting**

**December 17, 2015**

* **Evening shift coordinator: Krystle has taken the position**
* Krystle is training on all the “need to know” areas of a shift coordinator
* Day shift supervisors will also be working until 8:30 evenings to help mentor her learning process.
* **XN9000 and SP-10**:
* now is the time for all staff to rotate through cleaning, maintenance, controls and running specimens; getting comfortable and knowledgeable
* procedures will be also found on Ellucid soon in addition to a paper copy by instrument.
* If you have questions, problems or need to know needs just ask a supervisor
* Any instrument problems should be logged in instrument problem logbook.
* Integration and go-live will be 1/11/16 beginning at 10pm. Beth R and Donna will be on-hand to help, we also will boost early am staff on 1/12. It is expected to be a 1-2 hour downtime for soft in CBC area, more specifics and details to come.
* **TEG:** IT connections are projected to take 1-2 months. Tuesdays will be a day for TEG practice for trained folks. Jerry and Kelly will be available to help if needed but this is opportunity for folks to do testing on their own.
* **Bone Marrows:** the oncology folks will be calling for kits, if they call seeking a tech to assist at marrow we will try to accommodate but we will not call for a schedule or send a tech unless specifically requested.
* If we have a poor specimen and can only make 1 good slide, you should contact hem lab resident and alert. Record patient name and name of lab resident you spoke with in communication log. If we get 2 good smears, send 1 to flow and 1 to surg path.
* We have received compliments from surg path on the quality of smears and they have noted that they have not seen EDTA artifacts on slides.
* **Blue bins:** place scanned BM reqs in blue bin, LAs are reviewing in a more

 “real time” test entering to assure all tests accessioned.

* **Irretrievable specimen forms:** last area to receive specimen need to scan form to close loop and assure all labs have received. Meeok reviews scans to be sure specimen and test actually have been completed
* **Patient story:** an ED joint fluid was sent to Micro and to be forwarded to us. We received a call from the ED physician looking for results; we had not received specimen and physician not happy. Just a reminder that you should check pendings and follow-up on specimens or results not completed in a timely manner. This pertains to all lab areas and definitely to STATs and ED especially.
* **12:30 position:** we will be moving away from the position; supervisors will help cover busy areas at lunch. Folks need to communicate with supervisors and other techs of areas of need. We all need to be flexible with regards to lunches and coverage.