**Hematology Laboratory**

**Staff Meeting**

**January 21, 2016**

* **No “go Live” date yet**
* **White out/liquid paper:** as per document control, white out/liquid paper is not to be used in lab result resulting, incorrect result should have a line drawn through it and the correct data noted.
* **Excessive information on instrument printouts:** only include brief info of what is to be reviewed on instrument printouts; diff person can check any needed info or patient history for info.
* **YNHH outlook folks:** you may see info re moving to standard policies for institution. Pat will post a list of those policies currently moved to list.
* **HRO training:** everyone needs to view video on HRO (Pat will resend link or you can pick-up link on intranet) and then go to training and sign off course. This needs to be completed by 2/22/16.
* **Storm this weekend:** just a reminder that a snow storm is forecast for Saturday. Delayed travel or problems Beth D is supervisor on. There are also plans in case anyone needs to stay over. Just a reminder that we need sufficient staffing on-site.
* **Schedule for evening shift coverage:** Donna has posted the weeks that need evening shift coverage. This will continue until we can hire and train staff.
* **XN and fluids:** Our expectation of fluid cell counts on XN is not as we thought. **Clear fluids** need to be counted manually and acceptable cellular fluids can be counted on XN. Going forward we will try to increase the number of fluids and levels of cell counts that can be automated but we need to collect sufficient numbers of data on samples.
* **Beaker training:** check where your Beaker training is being held, not all training is held at George St.
* **TEG:** as had been discussed Kelly will try to cover the work area where a TEG trained person is covering so that the person can spend time developing comfort/competency performing TEG. For now the aim is Tuesday am. To practice.
* **SP-10 and XN:** a few folks have spent much time developing much competency; others have spent some time and other minimal. Everyone needs to spend enough time pre “go Live” to become competent, so if you have not worked much with system now is the time to step up and ‘hands on” the XN and SP-10, running and maintenance.