# Hematology Lab Weekly Meeting

# Meeting Minutes

March 3, 2016

* Thanks to everyone for the work that you are doing. We know we are short staffed and a lot is going on with Beaker and WAM training as well as TEG. Thanks you for your efforts. In appreciation of this, Dr. Rinder will give us a Pizza party on Wed. March 23 for all shifts.
* Important reminder – some of our logs have gaps, please keep the temperature, cleaning, maintenance and all the logs and reports that we do completed. If DPH comes they will look at these and they will notice if there are gaps or spaces on them. When the State sends us a deficiency, we spend an hour or two responding on why we missed that item and how we are going to prevent it from happening again. Please let’s work on that on prevention of deficincies.
* The supervisory group has been working with Dr. Rinder help on ways to work with our QC and overlaps for controls. We are looking of overlapping our QC over a length of time may be up to 20 days in order to get a good reference range for it. We need to run the QC daily and all shifts.
* Another reminder: Rose and Rookie awards applications are available for Lab Week.
* We will have small groups sessions the last 2 weeks of March to help with the Beaker training. We will try to help as much as we can before April 1st. In terms of resulting CBCs and diffs, we will be using WAM.
* Next week on Tuesday, Wednesday, and Thursday we are going to have WAM training. Donna will put a schedule up. Please check schedule. A few will need to adjust their hours to be able to attend classes.
* Please make sure to finish the e-learning that needs to be completed before the WAM training. March 4 is the deadline for WAM elearning.
* TEG – if you have been trained and you see a TEG name besides your name on the schedule, Kelly expects you to set it up and run QC. We are running rotations and this needs to be done. If you have questions please see Kelly or Jerry.
* Special Heme – please make sure to keep checking your pending lists even if is a test is not performed that day. There are instructions in the special heme area on how to result it.
* The printer cartridges are to be ordered through the HELP desk (688-4357). Give them the printer information and the number on the label on the printer and they will deliver the cartridges/toners. When you call they will give you a reference number, keep that number for your records.
* WE will have small training sessions for the XN, XP10 of the mechanical portion, once we get the terminals we will be able on about to handle the results of the Cellavision, how to handle it, change it, etc.
* Let’s welcome the new students that are with us now, thanks again for all your hard work!