# Hematology Lab Weekly Meeting

# Meeting Minutes

April 28, 2016

* Reminder to please do the Employee Engagement Pulse Survey. It’s very short and just by completing the survey is good to satisfy the entire institution for PIP. Opinions counts and changes will occur. Staffing is one of the problems and currently we are interviewing. Our PTR report shows us in green.
* Reminder that 155 the phone number to call for all emergencies including medical.
* The waste hazard room on the 6th floor is full and it will be picked up soon.
* We are giving the evening shift 5 people to work with and we will be taking 2 to 3 day shift people at a time to cover on their shift until we train new employees. The night shift will work an extra weekend to cover “C” weekend for Christina until new employees are trained. Christina’s last day is May 13th .
* When you do the maintenance for the SP10 when filling slide towers the slides all need to be in the same direction (Sysmex and frosted end all in same direction). Make sure that they are put in correctly otherwise SP10 will give “slide stock” errors. Also if gate on slide tower not totally closed or screw in between the 2 slide towers, there will be errors. If you open bar push it back down and screw it back tightly. All these mechanisms and slides need to be in place and correct otherwise the SP10 will error.
* The HPCA samples will be increasing. Instead of receiving a req., the LAs will type all comments into the computer. After running these samples, click on Comment to determine whether we will process just WBC or WBC, PLT and diff. If there is no info in the comment, we will process WBC, PLTs and diff. These are considered stat samples.
* The procedure for Joint Fluid is changing after the request from many doctors. Greater that 15,000 total nucleated count, should be diluted according to the procedure to report exact count. So if is greater than 15,000 dilute and run it again. You should discard the hyaluronic acid diluted tube after it is processed. New procedure is in procedure manual on bench.
* We were approach by the cleaning people and they told us when we throw the bone marrows smears out after the 2 months not to put them all in the same bin because it get too heavy and very hard to lift. Please distribute it in different bins. All the bins should be fill up to the line not to the top of the bin. We call the cleaning service( number posted on cork board) for bio hazard bins if we are out.