**Department of Laboratory Medicine**

**Hematology Laboratory Staff Meeting**

**May 6, 2016**

* **Career Ladder:** revisions to career ladder include length of employment time and % increase based on current salary. Info posted on front and back bulletin boards.
* **Staffing hires:** HR doing background checks on applicants we are interested in hiring and these need to be completed before we can extend and offer of employment.
* **Know Your Numbers Plus 2016:** begins May 16, flyers in the mail to your homes. There are changes from last year so read flyer. The health screen will be mandatory in order to receive the full $500 credit.
* **Hospital logo:** changes will be phased in gradually on all YNHH sites, check out the info video on YNHH intranet screen.
* **HPCA specimens:** no reqs will go with specimen to instrument, LAs will comment if WBC only. If no comment for wbc only; wbc, plt and diff2 need to be done.
* **Training new staff:** new techs need to be trained (and actually do) all tests in each area whether we have a test request or not. Their training sheets need to be signed off in each area and include any appropriate comments
* **No clot:** Trauma and OR patients with this result need to have caregiver in those areas alerted.
* **Cellavison:** training going forward, at training time you’ll get you sign-on and are required to complete 4 slides and sign-off. The first group of folks trained should complete by Thursday 5/12. As others trained they will be given deadlines. The more you work with the system the more comfortable you will feel.