# Hematology Lab Weekly Meeting

# Meeting Minutes

June 2, 2016

* FYI: There were some CBCs that were run on the back Sapphires on the day shift. Apparently they were forgotten and were not verified. They were discovered on Evening shift. There was a call from the newborn area looking for their results. One of the patients was a newborn with a 18% hematocrit in ICU. Therefore, make sure all work has been verified and criticals called while we transitioning to the front Sapphires. As far as we know, there was no negative effect on the patient
* Reminder, the first 4 slides for the Cellavision have been assigned and Pat asked Natalie to send 4 more so we continue to practice on the Cellavision. Please complete all timely. All of this is to help you for July 29th. If you forgot, Pat has a list of the people that have not completed their slides..
* The new schedule is posted . It is a very busy month with techs working evening shifts, vacations and staff taken Beaker Refresher courses. We need all day staff to sign up for the 3rd round of evening coverage. The overtime list does not count for the third round. There are many OT shifts to fill as well. We will do our best to staff with 5 techs most evenings. We will try to do the best we can in the coming month. Communicate with each other and try to help each other as well. You are all commended for your great work!!!
* The Coag tech on the weekend is responsible for taking temps in the Spec. Coag area and complete all logs.
* Next week there is going to be a demonstration for workflow. Beth D will go over with everyone : tracking in Beaker, running the samples on the XNs, verifying inWAM and Cellavision. Bring up questions and concerns, so we can possibly resolve issues before the GO LIVE . This will start on Monday 6/6 until the end of June.
* Soon new residents will be starting. Educate them with our lab policies and procedures. If we have requests for special tests, would should be contacting Dr. Rinder for the ok, not the lab residents.
* XP10 – When cleaning the Spreader glass on the SP-10, follow the procedure by cleaning with alcohol pad and dry with Kimwipe, then replace in holder. When completed, press Cancel on the SP-10 screen and not OK. OK is only used when replacing the Spreader glass piece. Refer to procedure.
* The night people are picking up some extra weekends to cover “C” weekend until new hires are trained.
* We have 2 new numbers and the purpose of that is to reduce the calls to the main number. We have a new number for the special coags and the main Sapphire area. You are going to need to make note of these numbers when you call into us or call Donna. Please do not give out these numbers. Distribute it to the vendors so they can get in touch with us directly. When you make the call for critical results, the floors will see 200-LABS and not the new number. If you use the Directory on the intranet, the Call back number needs to be 200-Labs which will ring to the CSR or the LAs.