# Hematology Lab Weekly Meeting

# Meeting Minutes

June 9, 2016

* Since the evening shift is short staff we are going to follow more closely our PTO policy. Make your request, at minimum, 24 hours in advance. There are no guarantees that PTO will be granted since the evening shift is sort-staffed. Don’t arrive in the morning expecting a last minute approval to leave early. We obviously know that is a lot of work coming up for the evening shift and we want to ease their stress as much as we possibly can.
* Kristen starts next week. She will be scheduled for evenings after training.
* Three more YNHHS policies are standardized. They are posted on the back bulletin board in special hematology.
* Starting Monday June 13, the LAs will be accessioning bone marrows. Smears will be made when workload permits.
* With the recent request for TEG testing on the night shift over the weekend, Pat and the supervisors will investigate the purpose of those specific patients’ requests as well as implementing a possible training program for the residents who may be able to help with the staff education process.
* Donna just put up July/August sign-up for Evening coverage. We all are expected to pick up another round and this will last probably until August/September. They need at least 5 people on the evening shift. Please sign-up.
* Kelly moved the special heme stuff from one coag freezer to the other. Outside the new there is a chart where it says what section the special heme is. If there is any questions please see Kelly, thanks.
* The heparin cups for TEG make sure you put them back in the plastic bags because they can dry-out. We want to preserve these cups as much as we possibly can. Also in regards to the TEG we are doing all requests even if they are not surgical patients. Samples will include cardiology, liver tx and also expect outpatients. We are working on these issues with the phlebotomists, the specimen can’t be tubed must be hand carried and in a blue top. We will do TEG on the night shift, if necessary we will start an On Call list to help the night techs. The test needs to be processed in 2 hours.
* Jerry and Manny were recognized for withholding a frozen special coag specimen from outside physicians (they were not Lab Medicine staff). Jerry told them he would have to check with his supervisor before giving it away. This was the correct response. The physician had told Jerry that she had spoken with Parveen when she actually had not. Just be aware that there is an approval process for research within the department of Lab Medicine, and specimens are given only for authorized research projects.