# Hematology Lab Weekly Meeting

# Meeting Minutes

July 14, 2016

* When you page someone make sure to add that they should contact hematology or contact a supervisor in hematology or the name of the person that is paging so the CSR person knows who to direct the call to.
* Has everyone logged into WAM? If your password doesn’t work, you need to let the operator or a supervisor know. Beth D won’t have enough time to change or un lock it your password for you before the go live date.
* Beth R and Denisa have compiled a notebook for Beaker in various areas. Not all the areas are included yet but more will be added as we go along. It’s a work in progress. Also, all the information is in the “L” drive also.
* Fire safety – to make you aware, we have two fire pulls on the 5th floor, and they are in the foyers by the 2 stairwells. Fire extinguishers, 1 in coagulation and 1 in special heme and1 in across from the elevator. When we have a fire drill we meet by the elevator. If we have to evacuate the building, we will go to the Pfizer parking lot across our building. We will wait as a group until we hear from the incident commander for instructions. We will take attendance and in the event that we can’t go back to this building there are satellite labs that we can go to.
* Beth D. will have a manual put together with WAM information for everyone to review.
* Natalie updated the bench copy for the Cellavision. She also is going around checking on the people that have done their slides. She is also going around having people work hands on the Cellavision. Some of the things on the Cellavision can only be worked on the actual module in the front, such as the cell location slide. We are trying to have people be comfortable working with Cellavision, with problems, etc. If you have questions, please ask. Do not touch buttons that you are not sure what they do.
* We have asked people to let someone know when they are dropping TEG, bone marrows, PFA; s, frozen specimens, they don’t need to hand them to a Tech. It is just to make us aware that the sample is here so it doesn’t just sit there.
* Safety – the is an email going around regarding fire safety that everyone needs to read and sign off on it. This is part of the annual training.
* Pat received an RL from something that happened back in early May and was a platelet result that must have been flagged and it was so old that we couldn’t go to the Sapphire to see if there were any flags on this patient. There was a difference in the results. We gave a preliminary result and after was reviewed the result changed. That is the reason why we don’t want to give out results until they are reviewed. It was very old and we just got it. It was too late to do any research on it. Preliminary results can be bad and again that’s why we don’t want to give them out.
* Go live event:
* We are going to start switching instruments that can’t be switch that have back up sometime in the afternoon or early evening on Friday. 1 coag, 1 atlas. 1 set rate will be switch over.
* At 9:00 pm we should be starting to get Beaker labels. At 8:52 nursing won’t be able to enter any orders or do any labels.
* At 9:00 pm all orders will be starting to print Beaker labels. We might still be getting Soft labels also. There won’t be really a downtime, there is going to be a switch from Soft to Beaker.
* There isn’t going to be a downtime should be only a switch. In worst case scenario if we go down, we will be working the regular downtime.
* Soft has to go down so all the other sites that are going live will be able to get the Blood Bank portion of it. This should last 20 minutes to 4 hours. We will be on Beaker during that time. If we get CBC’s, urinalysis, routine coags or fluids. Soft labels we will be reaccessioning in Beaker and we will only be doing Beaker labels.
* Let’s welcome to our staff Haley and Tyler!