# Hematology Lab Weekly Meeting

# Meeting Minutes

September 22, 2016

* Benefits packet information is posted on the magnetic board.
* Reminder – there are competencies on MTS for everyone to do. They are posted for 6 months and there are some people that have missed the coag competency. Make sure you check your emails and check the MTS competencies. You have to take the test and pass with a score of 80% or more, if you don’t pass it ask one of the supervisors to reset the test for you and you will be able to take it again. There aren’t any problems if you fail it just need to be reset to take it again.
* We are going to put together a Beaker competency checklist for October 1. We have been working with Beaker since July 29th and we have given enough time to work it and get used to Beaker. We are also working on some procedure drafts. There are some changes to the Beaker notebooks that we put together before Beaker went live. We are targeting for this to be completed by October 1sr and the supervisor will go over with everyone on all the different work stations.
* We are going to work on a schedule rotation for the downtimes. We will need more help in regards to the recovery stage of it. Options- overtime vs. compensation time or other options. It worked very well that Edona stayed until 4:00 am from the evening shift. Suggestions from everyone will be appreciated to make it work even better and to find the way to cover and recover from the downtimes once a month. FYI, there won’t be any downtime in October.
* The Go-live Beaker date for Lawrence and Memorial have changed from October 1st to January 20th, 2017. This may be a good thing for us so we have support to get improve and be able to help with the transition.
* XN – when you get a retic greater than 18% currently , the OP alert is “manually greater than 18%”. The retic will need to be changed to > 18% and the other associated retic parameters will be resulted as “ Not measured.”
* Just a reminder, in regards to our everyday duties, we should be stocking up on supplies for that area you are working in. Bleach counters. Signing off in the maintenance logs. Getting ready for the CAP inspection which can be anytime ,Jan. 2017 to April 2017. If you notice certain supplies, controls are low, please leave a not for a supervisor.
* Sapphires – we are getting rid of the Sapphires sooner than later and also in preparation for CAP we should be doing some cleaning in general. Keep in mind. If you find something in your area that you think is not useful let a supervisor or Pat aware so there might be a better place for it. The Soft 2010 documents are to be kept for 2 more years for CAP compliance.
* Kelly wanted to thank everyone that came to work this past weekend especially when it wasn’t their weekend. The downtime went really well being that it was the 1st one. Remember this will be a monthly task. Many things that helped; was that the nurses on the floors printed the labels in anticipation of the downtime it was very helpful. Techs came in earlier hours than usual which helped in the recovery period. She is proud of everyone for their great work.
* Reminder to have examples of patients, when you encounter an issues . This helps us to communicate better with the Sysmex people on addressing the issues. Bring them to Beth D’s desk and she will take care of them.
* Patient story – Make sure that you are looking at the scattersplots especially for platelets. There is currently an ITP patient in house, where the platelet scatter is abnormal indicating that platelet count should be performed manually. She is also going into liver failure and when stable with her platelet counts will be having a liver tx. Therefore, it is very important to report out the correct counts to prevent her from being a surgical risk. Kelly put a label on the communication log up front to notify all the name of the patient.
* We now have a suggestion box for everyone to use. Right now we have 2 suggestions for massages. Somebody requested a TV for the break room. Be creative and continue to send ideas.