# Hematology Lab Weekly Meeting

# Meeting Minutes

September 29, 2016

* The “Mobile Heartbeat” process will be used on the weekends and nights shifts. The latest instructions are on the magnetic board. We have been using it for the day shift, so it shouldn’t be much stress.
* Pat will send the latest information about FMLA and leaves of absences through your Outlook email.
* Keep in mind that you are expected to receive the Flu vaccine. It may seem too early for some but October is a good time to get it. The department will have a roving Vaccinator on the 5th floor on October 20. See the posters.
* Currently we have extra people on the day shift basically training. There may be some opportunity in the next few weeks to leave early on day shift. We will rotate staff who are interested depending upon workflow. If you need to leave early you can ask a supervisor. This is temporary since our trainees will be completing their training soon and will be going on the evening shift.
* Check on the suggestion box to give your ideas. Vouchers and gift cards are taxable therefore those are not available for us. Maybe we can get coffee catered by our cafeteria or from an outside company. We are checking on the ideas and we will see what we end up doing. We want to do something good for all 3 shifts. Keep the ideas coming.
* UPDATE: THE REFLEX HAS NOT BEEN TURNED OFF for the extra CBCNO added to HGB eval. CONTINUE TO MONITOR FOR DOUBLE-RUN CBCS.
* Pat has been working with June Stevens to delete extra macroscopics that Beaker has been adding with each reflexed microscopic. We continue to work with Sysmex for the changes in WAM.
* Part of the routine maintenance of the SP10 is cleaning the spreader glass and checking for cracks or scratches.
* Kristin will start working on the evening shift next week. She is all finished with her training .