**Hematology Laboratory Staff Meeting Notes**

**11/3/2016**

* **2017 Benefits- time to sign-up. Do before 11/18/2016**
* **PTO for 2017 will also be done solely on-line, coming soon**
* **PIP check week 12/8 for anyone working >1000 hours this year**
* **FIT (fecal immunochemical test) looking at different vendors and benefits of each vendor product- screen for colorectal cancer**
* **Joint commission inspection at hospital window until 12/2016, they inspect for 1 week and mostly patient care areas. They may visit lab if following a specimen/event that involves lab.**
* **No safety news and still no answer about SP-10 methanol waste**
* **Welcome Allison!!!**
* **Downtime for Epic is on for 11/19-20 and canceled for Dec and Jan. Everyone should know how to perform during downtime since “crashes” do happen during day and evening.**
* **AST-13 tubes for evening/nights are next to blue tube stock on shelf behind centrifuges in coag area**
* **WAM reminder:**
* **<0.7 and 48 hour rules for Abnormal diffs still in process for automatic. You need to do entries until in-place Comment should be “ Diff Not Performed.” Don’t use “Not Measured.”**

**Mostly used for those stated scenarios, however, can also be used for . samples where scans are done once per day, when autodiff would not be released.**

* **Check on WAM for previous man diff and current results consistent with previous (within 20 cells). We don’t need to keep doing man diffs on all patients**
* **WAM diff done, delete Cellavision diff**
* **Review Beaker Outstanding Diff List and TAT in Beaker, be sure to resolve missing diffs and keep within TAT. Diffs will remain on pending if incomplete or if a portion of result is missing or needs to be also verified on WAM**
* **Blast flag should be scanned maximum of 1/day, if new patient or new abnormality needs mandiff and supervisor review. If no blast, scan and send**

**XN results. Do only 1 scan/day.**

* **HPCA- VR noted needs no diff, on XN run on MPI #, if need dilution choose rerun and enter dilution factor. The final result will be corrected automatically for dilution. If specimen is cellular make dilution first. On WAM save results so we can use WAM diff keypad. This is Beaker “fix” requested but lower on needs list**