**Hematology Staff Meeting**

**November 17, 2016**

* **Flu vaccinations need to be done before 11/30/16**
* **JCAHO inspections:** Pat is sending highlights of learning points to staff.

Disinfectant needs to remain wet n counter for 2 minutes; lab is using Sani-wipes, bleach only for certain instruments in lab

Hand hygiene-pre and post patient contact, pre gloving, and if contaminated

* Ebola and major infectious diseases that will affect multidepartment’s areas will have new protocols
* Outpatient stat/time dependent specimens will be delivered to YSC main lab
* Employee recognition gift: use before 12/31/16, file $80 reimbursement on EES travel, check posted example of how to do. You will need to submit proof of payment and an itemize bill
* W2 and 1095 forms can be selected to generate electronically, see bulletin information.
* Punctuality: techs need to be in work area within 3 minutes of scheduled shift time, anything >3 minutes will result in a supervisor documentation to personnel file.
* Cellavision- there are 4 review terminals for review and XN, misc and diff techs should all team
* Urines/fluids need to work as team with respect to all tests. Stool tests should be shared by both techs in the BR.
* Arkray instruments for urines hopefully will be live 1/7/2017
* Any “unregistered specimens” on the XN need to be reviewed and resolved.
* Cellavision manual diff: unclick “poik” when using use characterization and enter specific abnormal morphology
* Ellucid procedure signoff: take note sp hem folks and also coag area
* Red waste buckets should be used for bloody waste items, sharps. Techs feel that we need more general waste containers. Jean and Carry will facilitate resolve for this issue. We are now doing environmental rounds 3x/week, if you see problems let Carry know.
* PTO: sign-up for 2017 begins 11/21, there is a PTO calculator on EES to help decide usage, earn and how to manage your PTO. Jerry has checked out the site and info, he’s willing to help you work through process.