# Hematology Lab Weekly Meeting

# Meeting Minutes

December 1, 2016

* Pat is looking for 2 new volunteers to be Lab liaisons. They are re-structuring that committee. The committee will meet once a month for an hour. The goal is to send techs out to the floors and educate. They may attend nursing meetings just to explain a lab process. Please see Pat if you are interested.
* We are also looking for a new Safety coach. Denisa is our current coach most likely she will still be part of it. Please also see Pat. The mentioned committees are good for interdepartmental involvement. If you are looking for Med Tech B down the road.
* The Holiday party will be on Monday, December 12th starting at 3:15 pm. It will be in the Seminar room on the 2nd floor the same place we had it in the past few years. Please bring an unwrapped toy for the Toy Closet.
* The Adopt-a-family program deadline is Friday, December 2nd. Donations will still be accepted after that date.
* Our CAP window starts from January 12th through April 12th, 2017. The CAP inspectors may arrive at any time. They may ask you questions or look at you while you are performing your job. Just make sure you follow the correct procedures and policies, otherwise this could be a deficiency for the lab. After the CAP, inspection the DPH will be here to do their inspection to make sure CAP didn’t miss anything.
* FYI, there is a green folder up in the processing area that will hold the documents for scanning. The LA’s will scan the requisitions for share samples for us. Just remember to complete the forms before it is shared or scan if we are the last ones.
* If you are talking with a co-workers, please try to keep your conversation to a minimum and as quiet as you can so if another person is working they can concentrate on their work.
* The PIP check will be out on Thursday 12/8. If you have direct deposit, it will be deposited. If you have a paper check, it will be mailed to your home. The percentage this year is 2.19% it lowered because they based it on the Flu vaccination at the time they determined their %. At the time they did it we had 89% participation and now we have a 96%. Let’s try to get it done sooner rather than later for next year.
* Last week we had problems with the U-F. We ran out of control within the weekend. Please communicate to a supervisor when we are running out of supplies. Also after running controls 2x and still out of range, troubleshooting needs to begin or service called. Let a supervisor know.
* DIFF’s – Make sure you follow OP Alerts from WAM in regards to scanning or performing manual diffs. First time leukocytosis and monocytosis gets a manual diff. If subsequent samples are consistent, the autodiff can be released. This is also true of IG/left shift flags. If a manual diff was already performed and the autodiff is consistent, the autodiff can be released. “ Diff Not Performed” should be used for abnormal diffs < 48 hours and for Wbc < = 0.7. Be careful with lymphs on Cellavision. Question atypical, abnormal and some blasts that often get identified improperly in lymph category. Remember Cellavision is a screening analyzer. It isn’t always correct.
* We are starting to put tech’s initials on the routine coags QC. Anyone having questions please see Parveen. Parveen will train everyone on the QC software.
* Starting today we are doing a study on the IANC vs. the manual ANC using different level of WBCS. See worksheet in the diff area. Collect 10 of each and 5 of them must be flagged of some kind. We are just trying to evaluate. You don’t have to do any calculations you just need to log it on the white sheet the MPI, white count, IANC, % of segs and bands. Any questions, see Beth D.
* It was requested by Flow that we send all the BM tests for Molecular, Immunology and Flow cytometry to them. Flow will take the ownership of all samples. All these samples will go in the Immunology bucket. Fill out the shared forms and send with samples.
* Kelly changed all the notebooks in the special heme area for PK, NBT and special stains procedure manuals. With the new manuals, Kelly will be keeping track of the QC. All you have to do is put the patient label and wherever sample that you use as QC in the back of the new notebook. We are not using the old notebooks anymore. This is a better way for Kelly to track QC.
* TEG – Effective immediately, the Coag tech will be taking the TEG samples from the LAs. Kelly has been trying to assign the TEG to the Diff person or whomever is at the miscellaneous bench.
* Bone marrows – We are changing the location of the supply of BM kits to better keep track of who are taking them. We need to keep a stock of bone marrow kits ready to go. They have moved to under the counter in Routine Coags. We need to record the number of kits taken and from what area.
* For RD recognition, Log into EES and fill out the Travel and Expense form. Submit and print out paperwork and attach the itemized receipt for $80.00. If you need help entering the information, ask help from a supervisor or from Pat. We will let you know when the other activities will be.