# Hematology Lab Weekly Meeting

# Meeting Minutes

December 8, 2016

* Everyone should have received their PIP check today. You can check you ESS for detail information.
* PTO cash-in option – if your area planning of cashing your PTO. Be mindful of the PTO you can carry. The deadline to do your request is on December 16th by 5:00 pm and select your options. The IRS requires this be done the year before before you are requesting your cash-in.
* Pat forwarded the latest standardize policies from HR. The latest are in regards to the PTO and to the Performance appraisal policies.
* Open Forum – Cynthia Sparer our Sr. VP Operations will be presenting an open forum in assisting strategies (HR policies). This will occur on 2 different dates to give enough people the opportunity to attend. The first one will be on January 4th at 4:30 pm and the 2nd one will be on January 10th at 7:30 am. They both will be on the 2nd floor auditorium. Please plan to attend. This is a good way to catch-up on the news.
* Stool samples are now being saved for 24 hours before discarding them.
* In the latest YNHH bulletin they discussed a few changes regarding goals for next year PIP. Please take a look at the bulletin to stay informed.
* Add-ons in Coags – There is an icon(folder shape) for “add-ons” on the left corner of the Beaker screen. Try to get in the habit of clicking this icon for “add- ons” if you do not see the words “Add ons”.
* Special Heme – New osmotic kits were made. If you get an Osmotic make sure that you run the old and the new one together so we can get more comparisons.
* TEG – when you put in your comments to put your TEG values, below it shows the reference ranges; don’t erase. This needs to be part of the report. It’s part of CAP requirements.
* If you are doing Diffs and you have one for the supervisor to review, communicate that by a sticker note or put the slide in the designated tray. Also XN techs take note that a saved diffs in WAM may need supervisory review and is not one that got held up in WAM because of abnormal cells, high atypical lymps, etc. Investigate before VAL ALL.
* First time abnormal patient diffs to YSC site, needs to be handled like a brand new abnormal even if diffs were done at SMC or SRC. Follow our regular protocol. Also may need to question WAM diffs from other sites.
* RD fund – keep the receipts coming. Pat has already received some and they are going through the process for reimbursement. Pat is researching places for lunches or meals for all shifts.
* Very sad news of Marilyn’s passing. Her services will be on Sunday December 11, 2016 . See posted info on white board. Donna will be collecting for donation to YNH in her memory. Her daughter wants everyone to know that she is very grateful that we let Marilyn worked here and that Marilyn enjoyed very much working here. She had some chronic health issues but we learned that she died peacefully at her home. She will be greatly missed.
* Adopt-a-family – Shopping date is Tuesday, December 13th and we need volunteers to help us shop. If you still want to contribute, please see Natalie. It is not late to make donations. Also we will need wrappers for Thurs. Dec. 15 from 3:15pm to 6:00pm.