# Hematology Lab Weekly Meeting

# Meeting Minutes

December 15, 2016

* Today will be our lunch. We couldn’t get the 4th floor and the others conference rooms are booked also. Therefore, will be at our break room. Pat notified David Strongin so the Chemistry staff is aware that this is part of our Recognition activities. Adriana’s will be delivering before 12:00 noon.
* Pat will make a change to the poster for our VP of Operation, Cynthia Sparer forum the one schedule for January 4th the time have change to 5:00 pm instead of 4:30 pm.
* A reminder if you are going to switch days or switch shifts with anyone please notify Donna ahead of time because like it or not what one person does here affects other people. We need to be mindful not only who but what position is being switched. Not everybody can do everything. We need to make sure that we cover all the areas.
* Reminder that your break is 20 minutes and your lunch in 45 minutes. Sometimes is easy to slip and take a 30 minutes break but that is not the way it works unless you take a 30 minutes lunch. Just keep that in mind.
* Pat and Kelly took a look at the new HPOC for hemoglopathy screening at Rhode Island Hospital. It’s looks very interesting. We are planning to acquire this instrument by the spring next year for special heme.
* Donna is still collecting for Marilyn. A donation to the hospital in her memory will be made.
* Moving Averages on the XNs- We are now monitoring Moving Averages. If an alert says Moving Average is out, record in the Problem Log. Beth D. needs to check with Sysmex to regarding batches being out and what is the protocol. Troubleshooting can begin with cleaning the instrument and then run the QC. Also there is currently an overlap going on for new lots of controls.
* Beth D.as signed a lot of revised procedures to staff. Read them as soon as you possibly can. Ideally, she would like them to be signed off before the end of the year.
* Maintenance for SP-10 should include checking and cleaning the spreader glass. Remove, inspect for cracks, clean with alcohol prep and then return to holder. A dirty or cracked spreader glass can affect the quality of the slides and how it is read in Cellavision,
* When there are students that comes to do their internship in the lab, they also have a checklists for all areas. When you are training them you should be asking about their checklist. Also while they are here they should have a review in each area to help them see how they are doing and things that they need to work on. Be honest and thoughtful about it. Also explain to them where they may need extra help. Don’t forget they are coming to train and they shouldn’t be assign to do patient testing. They should not be doing patient’s samples and if they do they need to be supervised, example: setting up ESRs.
* Going forward we are going to fill the room upstairs with the chemical hazardous waste from the SP-10 to minimize storage of hazardous waste in the lab.
* This afternoon is the gift wrapping from 3 -6 pm in PS230 for the Adopt a Families. All are welcome to help. Come, have some punch and sweets and get into the Christmas spirit.