# Hematology Lab Weekly Meeting

# Meeting Minutes

February 17, 2017

* Save slides for Celestron validation. The slides can be placed on the tray behind the 3-headed scope.
* If there is unscheduled downtime on the night shift or early morning, first call the Helpdesk, then send an email or call a supervisor.
* For 2017, techs who performed CAP testing will be shown the results, and sign the cover page from the survey results.
* On days when it’s snowing, all lab staff are essential and should try to get to work.
* Note Change- The manual vs auto diff comparisons will be performed everyday starting next week.
* Patient story- for shared specimens, particularly with Microbiology, call Micro at 30 minutes to obtain the specimen.
* Reminder for U-F QC- when controls are out of range- QC is still accepted and then repeated. Do Not use the Function, Re-analyze, this will delete the bad QC point.
* Cont. Education-need a minimum of 2 per year. See Staff Cont. Ed. Manual on front bookshelf- that is where you log any cont. ed. Lectures, etc. you have participated in.
* Reminder- IGRE- is a parameter of the autodiff. This includes myelos, metas and promyelos. If IGRE is >2.0, the smear should be reviewed for a Left shift.
* All the IQCP documents are in Ellucid for your review. Please be aware there may be new logs to fill out for some tests.