# Hematology Lab Weekly Meeting

# Meeting Minutes

March 9, 2017

* A hazardous waste pickup will occur on Monday March 13.
* Continue reading procedures and assigned competencies.
* The 2017 employee engagement survey will be running March 20-April 10. A high completion rate will improve the PIP goal!
* If you use a paper copy of the phone list, be aware that the phone number for EP 6-5 should be 688-2184, and not 688-2175.
* New badges will be out soon. There is a new swipe box in the service elevator lobby. The new badges only work on the new boxes. The current badges only work on the current Kronos boxes.
* Note: Daylight Savings Time this weekend- if you are working, remember to set your clocks one hour ahead.
* Effective from 3/10/2017, we will be calling “no clot” results to the caregiver. When we get this result, we can add it to the follow-up work list to be called by customer service and during off shift, techs would need to call the result by themself. How to put it in the follow up work list?
* Go to—Actions and then click - Add follow up task,
* Pick a comment, “ call to provider requested”
* In the box (right side) type, ‘Call No Clot result for PT or PTT “and then click Accept.
* Then go to patient and go to edit mode, pick ‘no clot’ comment and verify as per protocol.
* Please continue to sign off all logs at each bench, and remember to sign off on your procedures in Ellucid, there will be a new revision of the XN-9000 Review procedure to sign off on soon, it is already in the manuals at the front of the lab.
* Case of the Week: Interesting and/or abnormal slides- reviewed with a supervisor. This is purely to educate and enhance your skills.
* Parasites- With the mild weather we have had this winter, ticks haven’t died off. Beware that we should be looking diligently for possible parasites when reviewing slides that have low WBC and platelets and have high bands or prominent left shift.