# Hematology Lab Weekly Meeting

# Meeting Minutes

March 16, 2017

* Remember to get new badges before March 24. The location is CB 3057 from 7:30 AM to 11 PM Monday-Friday.
* 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!
* Morning breaks during the day shift should be completed in 15 minutes (5 minute grace) before 10:30 AM. Lunch is 45 minutes, and all must be completed before 2 PM. Break includes washing hands, hanging lab coats, personal calls. If there are extenuating circumstances see a supervisor or Pat. Forgetting to take a break or lunch is not an extenuating circumstance. If this system no longer applies considering the distribution of test volume, the lab can decide to go to 2 15 minute breaks, one in the morning the other in the afternoon, and a 30 minute lunch. The total time for breaks and lunch is 1 hour for an 8-hour shift, and that applies to all shifts. Keep in mind we are all connected and look forward to timely breaks.
* For Micro method test, always offer the floor / care giver for the prepared tube. Give them clear instructions over the phone and get their tube station number. Prepare the micro method tube as per protocol; send a copy of instructions along with the tube.