# Hematology Lab Weekly Meeting

# Meeting Minutes

March 23, 2017

* ROSE and ROOKIE nominations are open. See forms on the magnetic board..
* Visitors to the lab- if they request smears to be made advise them to order a BSINT. For groups wishing to review smears, direct them to the 6-headed microscope in the back of the lab..
* The 2017 employee engagement survey will be running March 20-April 10. A high completion rate will improve the PIP goal!
* The CAP inspection went well. There will be a few changes to make. Nice job everyone!
* Reminder- when changing reagents especially on XNs and U-F, QC needs to run and be acceptable before patient samples can be analyzed. Also needs to be documented.
* After changing the reagents on the XN we must comment that QC was run and ok with and intialed. To do so take the following steps
	+ Got to the history icon on the main menu
	+ Select reagent replacement tab
	+ Select the reagent that was changed and enter: QC was run –ok and your intials, If QC not ok indicate that it was rerun, and if still out indicate that the instrument is up for service.
* According to our recent CAP inspection, we must label all QC and reagents with an expiration date. We have yellow labels, which are found in the front cold room, the drawer where the ESR QC is kept at the miscellaneous bench and at the urine bench at this time. The labels should include the open date and expiration date for each QC or reagent tube/container. Kelly will be making a master sheet of all the routine areas of QC and reagents that have an open date of expiration, with the exception of Coags, to be posted at each bench.
* Calls from other satellite labs regarding sending their samples for confirmation, needs to be forwarded to a supervisor.
* Reconstituted Coag reagents/controls should be dated as per protocol. We will start monitoring ambient temperature for Heme lab soon.