# Hematology Lab Weekly Meeting

# Meeting Minutes

June 15, 2017

* If you notice boxes of reagents or controls on the counter in the back where supplies are stored. Place them into the cold room and inform a supervisor, verbally or leave a note.
* The Ronald McDonald House will be officially open in September, but there will be an employee open house in July. More details to follow.
* For day shift: If your workstation is quiet and there are bone marrows arriving in the afternoon, please help the evening shift workflow by processing what you can.
* There are vacancies this summer to fill. In order to be able to rehire, overtime mus be kept to a minimum. Donna will be reviewing the weekend schedule and developing a plan for coverage. Stay tuned. Coverage may mean comp time to reduce the overtime.
* Pat will contact Rita on the status of June’s hazardous waste pickup. It will be June 19, 2017.
* Urine reminder- When opening a new bottle of Multistix- QC must be checked by using Trol I and III. Record on bottle: +/- controls ok/initials.
* New notebooks for each of the Arkray instruments- each will have:

1. Problem/Corrective Log Tab- Comparisons of patient samples after Unacceptable QC issues are corrected.
2. Change Lot # of Uriflets Tab- comparison one normal/abnormal- Old lot# vs. New lot#
3. Service Tab