# Hematology Lab Weekly Meeting

# Meeting Minutes

June 22, 2017

* To streamline and improve efficiencies: The XN person will help with diffs( Cellavision) on the weekend, the Arkray and Fluid persons will help when they are not busy. Make sure to call critical results during your shift. Over a recent weekend, 5 criticals were left from the day shift for the evening shift. Please be considerate to the next shifts who are fewer in number.
* Stools for storage will be placed into a plastic bag and labeled with the date. At the end of day shift give the bag to an LA to be sent to Virology on ERIC. On weekends, Hematology will keep Saturday and Sunday bags until Monday morning and then send up to Virology.
* For those to whom certification maintenance applies: please send current certificates to Pat by July 8. Also reply by email how you obtain CE credits.
* There is a new hazardous waste container for stain waste on SP-10. There is no need to pour off to another container. Just take off and replace with another container. Note: the sensor seems to alarm when it is half filled.
* Corrective Action Procedure for all instrumentation: When QC is out of range twice, corrective action needs to be performed. That problem instrument should not be used until issues have been resolved. After troubleshooting and when the QC becomes acceptable, patient samples ( up to 5 specimens) need to be rerun to assure there has not been a significant change in results. See Urinalysis ( Arkrays), CBCs( XNs) and Coags(BCSs) for specific procedures, acceptable criteria and logs that need to be filled out. If there is significant change, the report needs to be amended with a prompt call to care giver of the change. Use your better judgement, on the off shift. The corrective procedure may have to wait until more staff arrive. At any rate, the instrument should be put out of service. Any questions, please see a supervisor.
* Note: There is a new order procedure for the clinicians when ordering CSFs. If we need to put in orders for inpatients, use new code( LAB9021). Posted in fluid communication book.
* Continuation of Corrective Action Procedure for Coags: If Coag QC is out of range first time, following steps needs to be followed:

1) Check reagents/QC for bubbles

2) Check the volumes of the reagents

3) Check the expiration date /turbidity of the reagents and wash solution

4) Check syringes for bubbles

5) Park probes and clean with alcohol swab

6) do intensive wash for 5 -7 times

7) If only Fibrinogen QC is out, change saline solution. Check for any deposition around saline bottle, if any, wash with DI water and pour fresh saline.