# Hematology Lab Weekly Meeting

# Meeting Minutes

August 3, 2017

* Know Your Numbers results must be in by August 31. Participation will affect PIP.
* The surveys regarding the employment engagement survey will extend to August 15. Please send Donna your anonymous responses.
* Cynthia Sparer Open Forum: Staff brought up issues of lack of restroom cleanliness in NP outpatient locations as well as lack of IT staff and support for Lab Medicine. All are invited to attend the open forums. Arrange coverage with Donna if you are interested in the next one TBD.
* Lab Medicine is applying for a New York state license. In preparing for the added license, it was discovered that NY requires 12 units of continuing education per year. This could be a change to some who take all certification credits in one year. Also, the lab’s CE policy will change to include the increase from 2 to 12 per year.
* All shifts, when Donna posts the extra position to cover the EPIC downtime once a month, please sign up if it has been a while since you last worked the shifts that cover downtime and recovery. If volunteers disapper, then a formal rotation will be set up for all.
* Make sure to evaluate the add-on list about every 15-20 minutes.
* Any specimens that you have that have not been received, print label and give to Wendy or one of the LA coordinators to resolve.
* Pedi COGO ALL patients- we should receive a lavender tube of bone marrow to make smears and file tube. Patients have green tube with John Hopkins req to go to send out and lavender tube for smears (2 unstained and 2 stained to go to surg path).