# Hematology Lab Weekly Meeting

# Meeting Minutes

August 17, 2017

* Know Your Numbers results must be in by August 31. Participation will affect PIP.
* The window for New York Department of Health inspecting our lab begins on November 11. Because the NY DOH requires 12 continuing education units per year, please begin immediately to obtain them. Record them in the CE notebook and try to obtain them by November 6. If you already have 12 for this calendar year, make sure they are in the notebook or that Pat has a copy in your personnel file.
* For all shifts, Teamwork is necessary in what we do. There will always be work to do, but key is to keep up with pending reports, and organizing the work before you leave for the day in order that the person following you can begin to take over more quickly. XN techs should put racks away in cold room and clean cartridges. Diff tech should file slides before the end of your shift. Also urine tech should discard the completed urines from your shift.
* Information of how to handle pedi Cog and MRD specimens in communication book.
* Crystal exams to review and parasite requests/review please note your evaluation on slip and leave with slide.
* Just a reminder that cell location slide is performed every day all shifts and Diff. comparisons done only on Mondays all shifts.
* Patient Story- a positive babesia was missed since the differential was done on Cellavision and it was not clearly defined on the rbcs. FYI- rbcs should be more intently reviewed on Cellavision and any discrepancies should be further investigated on the smear under the scope.