# Hematology Lab Weekly Meeting

# Meeting Minutes

August 24, 2017

* Know Your Numbers results must be in by August 31. Participation will affect PIP.
* Start working on 12 credits of continuing education before November 11! This is a requirement for the New York testing license. If you haven’t given Pat any list, place all records or CEUs in the notebook near the microhematocrit centrifuge.
* Check out the new Human Resource policies.
* FYI, if anyone has to go on extended sick leave, the first 2 weeks are taken from PTO, 80 hours, before the extended sick pay begins. It is possible to supplement the sick pay (60% of regular pay) with any additional PTO already in the “bank”.
* All problems with instrument operation or control material recovery in all lab areas need to be logged in problem logs and what actions taken even if it occurs the first time.
* “No Clot” or no reaction for Fibrinogen test on regular / Low FIB or 570 or Low 570 curves the final result should be reported as < 70 mg/dL.