# Hematology Lab Weekly Meeting

# Meeting Minutes

September 28, 2017

* Continue to perform continuing education. November 1 is the deadline to obtain 12 hours.
* Benefit Fact Sheets will be on Employee Self-Serve effective October 1.
* Staff meetings are scheduled in October to look at the new performance review standards that include the SOPB.
* The effort to make the first floor Phase 1 area a STAT location is in progress.
* Just a reminder, if you are assigned to routine coag area, please check the QC software for the QC done by the special coag tech in the morning.
* Logs have been modified for the XN and Misc/Cellavision/Diffs starting in the month of October. Please make sure to check logs. Additions include all shifts checking off the cell location slide on the Misc/Cellavision/Diffs log.
* Continue to log under the reagent replacement if QC was ok after running on new reagent and your initials.