# Hematology Lab Weekly Meeting

Meeting Minutes

10/05/2017 @ 9.00 AM

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| Present: | **Patricia Gelineau, Parveen, Donna, Beth D.** |

## Introduction of Jennifer (New Admin Assistant)

* More Bone marrow kits will be needed on Mondays. YPB will take 20 kits as the patient volume increases.
* Reminder: Its good practice to keep your cell phone in your pockets or away from your work area at all times. If you need to answer your phone please do so outside of the lab during your breaks. Its Yale New Haven policy. It can impact our regulatory inspections negatively.
* The hospital is seeing a new normal- Patients are trying to get admitted to beds from the emergency room but have to wait still other patients are discharged. The hospital will be starting meetings (Capacity Command) with all departments, to assure that there are no problems and issues that would hold up discharge of patients.
* Managers will meet at 8 am, supervisors at 2pm and evening shift staff at 8 pm for daily huddles. Meanwhile the supervisors will continue the 830am safety huddles and will do the 2pm huddles unless other arrangements are made. The 8 pm huddle will be done by the evening shift; and also during weekends and holidays as well. Dave Ferguson will set up a schedule and procedure for the meetings.

The 5 labs open 24h/7 will rotate the command center huddles on a weekly basis. Hematology starts on Oct 14th – 20th. When roll call is being taken if no incident the response is NONE unless there is a problem: state briefly the issues and what the solution or steps that are being done to resolve the problem. Only one person will represent the lab – med department and if there is an issue the number to call in and which other labs will use to call in is 688-4145. More Details on the whole process will be given later on.

* Parveen--- As Per Dr Rinder, don’t CANCEL any sample for routine and or special coag testing that have a delayed past 4 hours of draw time. We will execute the test and results will be reported with a disclaimer “Transport delay in this sample may affect results”. Evening shift- please leave a small note on the card for a follow up. Special coag Tech will follow the note and track the history and append the results with above mentioned disclaimer.
* Fluids need to be counted, check dates, SOB are on due.
* Performance review- There are new sets of criteria- self assessments.(30 days in advance to submit self-assessments to Pat)
* Hazardous waste containers need to be stored properly, and not stacked on top of each other.
* Manual Fluid overlap- going on now through Mon. Oct. 9- See Clipboard for instructions.
* SOB meetings- Scheduled for Tues. Oct 10 and Wed. Oct. 11- See schedule for your appointed time.
* FYI- New lot of strips for the Arkrays-need to run normal and abnormal urine patient sample after the change. Collect printouts and complete log sheet. Also remember CHM QC must be run and commented in the Consumable Log.