# Hematology Lab Weekly Meeting

Meeting Minutes

10/12/2017 @ 9.00 AM

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

* Reminder: Mailboxes are now in use- Check to see if you have any mail, some certificates for completed training are being placed there.
* The CCC meetings will start this Sat. Oct. 14 for Heme- Supervisors are to call in at 2 pm and 8 pm every day.
* We need to get the biohazard waste upstairs on the 6th floor cleared from the lab in a timely manner. Has to be in secondary containers( will be ordering some for the lab.
* Beth- D talked about a rare case of megakaryoblastic leukemia that the lab encountered on Wed. See slides and research article near supervisor scope.
* A reminder of when QC is out of range in any area of the lab, even once, it must be recorded in the problem logs.
* Please document all problems with instrument operation or control material in problem logs. Also what corrective action was taken. Please run up to 5 patients for comparisons and document in the log book.