***Hematology Lab Meeting.***

*12/21/2017 @ 9:00 am*

|  |  |
| --- | --- |
| *Present:* | **Patricia Gelineau.** |

Announcement:

1. DPH inspections went very well. We are expecting the New York inspection at the end of January 30- Feb. 2.  They will be looking at our CBCs and differentials. We have to make sure we're prepared for whatever questions they may be asking. They might be doing tracers - so that means they will stand next to you and ask questions about what you're doing or what the process is. We might try some brief rehearsals to get you used to having someone standing next to you and going over the checklist with you.
2. The progressive disciplinary process:-

In the past and this will continue:

You will be given courtesy reminders on things you forget, ex. completing logs and signing off. However, if this becomes a consistent issue over the span of 6 months, it will be documented and put in your file. And at a certain point depending on the severity and the impact to patient safety, a verbal warning will be given to you. If it's serious enough, it will be a first written warning and if it's related to the most serious offense then you will get a final written warning, and the next time termination occurs. Quality control is a serious topic in the lab and the only way we know that lab results are accurate and provide the correct information for the patient.

In the case of A&P frequency for the past year, this will be evaluated according to YNHH policy, and if it warrants disciplinary action, the step is a verbal warning. If improvement occurs and there are no more incidents for 6 months, then verbal warning goes away. If you need more clarification please come see me.

For further clarification of YNHH disciplinary policies, feel free to review the YNHH policy on employee conduct and behavior online. There are descriptions of offenses as well as guidelines for severity of the resulting disciplinary action.

**Donna.**

 Reminders: For first time CBCs with >2 IGRE, a manual diff needs to be performed. Please review the protocol for what constitutes performing a manual differential. Let's make sure we follow the procedures that I've been laid out, especially with this pending NY inspection where they will be scrutinizing our procedures for CBCs and differentials.