***Hematology Lab Meeting.***

*1/11/2018 @ 9:00 am*

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

Announcement:

Happy New Year everyone!

* We have to start thinking about the 12 educational units per year that is needed to be in compliance.. You should try doing them a little bit at a time. Keep an eye on the magnetic board where I will post information for lectures or educational material. Also there are cont. ed. with CAP or online cont. ed in MTS.
* We are the only Lab that does not have a name for our CAP samples. The CAP samples are generally run off line and in order to meet the criteria for PT we should enter them into our IT system and make sure we see a result in Beaker.

Naming Convention: - Kit # and last name.

We will run a contest to find out what name we are going to give the CAP SMAPLES. Please give your suggestion to Parveen or put in the ballot box by next week. We will select three names to select from.

* We welcome John as the new Special Heme Coordinator.
* Monday the 15th is MLK DAY and its Team A holiday. So if you are not on team A you don’t need to come to work.
* Instrument Maintenance: - After the SP10 morning maintenance has been done   
  (clean all areas), the 1st slide from the SP-10 after maintenance should be checked for stain quality either by Cellavision or under the microscope.
* Critical call data: - You need follow the correct procedure. Results must be verified first. Then call it to a caregiver after it is on the Follow-Up Worklist. Otherwise, it will not be on the 5 day cycle that triggers for critical values to be called.
* Please be sure all logs are completed on a daily basis. If controls are unacceptable, run must be documented, control must be run again. If ok then document repeated run is acceptable. If control unacceptable, document and alert supervisor or begin remedial troubleshooting. Do not just log and note “ will monitor.” Also check that all reagents/controls have open date, expiration date and anything in use is within the appropriate open date range.
* When you prepare Barbicide disinfectant, please document in the BCS maintenance log with date and initial.