***Hematology Lab Meeting.***

*1/18/2018 @ 9:00 am*

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

Announcement:

* The New York inspection is January 30th to February 2nd
* Rita is editing documents such as the Chemical Hygiene Plan and Quality Management Policy with Organizational Chart that will be assigned for everyone to read in Ellucid.
* For the New York inspection, Dr Peaper is the medical director. An organizational chart will be posted.
* Donna is working on tracer specimen form for the NYS inspection. As a group we will do some pre inspection preparation, going over some of the questions that which be asked; QC, calibration, etc.

We want to make sure you are all prepared because you might be questioned individually. 2 tracers will be selected. The CBC is called cellular hematology and the manual diff is cytohematology. If you happen to be working in those areas they might question you. If you're unsure of the procedure please look it up or ask a supervisor for help. You should be able to articulate what you are doing at the time of the inspection.

* Just a reminder that there are two pieces of document papers you should have when taking chemical waste up:

(A) The slip that goes on the container

(B) Fill out the clipboard log where you drop off the waste.

* The flu season is upon us, make sure to keep all areas clean and all personal items as well. Be mindful of the critical value for bands which is >40%. Recently there was a death of a young patient who had sepsis as a result of pneumonia acquired from the flu.
* Stools that are saved for Virology add ons should go on Eric every morning. The Fluid person is assigned to do this.
* When running microscopic QC on the Arkray, if the run is out of range, do not click Reanalyze that will delete point. You will want to ACCEPT that point and rerun the QC. Also note in problem log, if QC is out and the corrective action that was taken.
* Just a reminder, stability of PT-Mixing study is 12 hours as blue top tube for PTINR test is stable for 12 hours.
* Do not order PT/PTT on a frozen plasma if received over the weekend. Please leave a note on the card,”PT or PTT needs to be ordered”. We will order and run during their scheduled special coag test run.

Reminders:
* Any QC out of range needs to be documented and repeated, if repeat is acceptable you can run analysis. If repeat QC out you need to document and alert a supervisor, not just note in problem log.
* Review all reagents for open date, use within pen date stability and expiration date labeling. Check general housekeeping in all areas. Review and complete all logs.
* Lab week is coming, committee is seeking ideas of what staff would like, speakers and fun ideas. Let Joan, Allison or Natalie know ideas so they can bring to planning meetings.