***Hematology Lab Meeting.***

*1/25/2018 @ 9:00 am*

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

Announcement:

* Next week starting Monday evening, HVAC is going to be working on the 7th floor replacing some equipment and that will affect the humidity in the labs. We maintain the humidity 20 to 85%. The temperature may change but we were assured that we can adjust the temperature as needed. Before the temperature reaches 80 degrees try adjusting the thermostats in the lab. If the temperature doesn’t change, call 688-9000. The maintenance will primarily affect the evening shifts and they are expected to start work at 3 p.m. and last 6 to 8 hours
* There are some competencies in ellucid that have been assigned relating to the NYS inspection. One of them is the Chemical Hygiene Plan, a couple of edits have been made and a paper copy will be posted. Everyone should perform the competency in Ellucid. It is a very comprehensive document. Try to complete the competencies by the end of Mon. Jan. 29, 2018.
* There will be one inspector on Tuesday she will be between Hematology, Chemistry and Smilow 4.
* Just a few reminders for the NY Inspection:
* When working at your benches do not take out notes from your pockets with procedures on them, use the procedure manuals online or on the bench to refer for testing.
* No cell phones should be visible. Should be in your pockets on silent mode. If Pat sees them she will take them and put them in her office until the end of the day.
* Follow the procedures in our procedure manual online or in the notebooks do not come up with your own procedures
* Also no gum, no touching of your face, makeup and hair should not be done in the lab.Go out to the ladies room to apply your makeup.
* Gloves should be worn at all times even if you are performing differentials. We need to have good laboratory practices.
* All logs needs to be completed. Definitely the current day needs to be completed.
* All reagents, supplies etc. in the work area needs to have proper open dates and expiration dates, and they need to be used within the expiration dates. We need to make sure we are using the lot # we say are on the instruments. In the XN area the packets are being put in order of usage 1, 2,3 so that we have the same lot numbers that are going into the instruments.
* Problems with controls need to be documented even if they are okay, it needs to be repeated and logged the 1st time if that control is out and it needs to be repeated and the repeat is okay or if it's out a 2nd time the same instrument should not be used; it has to go into the XN lot notebook with a problem solution and we would have to follow up with the last 5 samples. Repeat them on a good instrument and make sure those 5 samples didn't have any clinical differences if there is a difference theses same 5 samples should be replicated on another instrument to confirm results. Alert supervisor if assistance is needed.
* Donna gave an overview of the preparation for the NYS inspection regarding completing the Tracer forms for CBCs and manual diffs. The inspector wants all information from requisition to resulting. Pre- Exam procedures, Review of all Procedures related to CBCs and diffs. IQCP, QC, Calibration, Overlap of Controls, Validation of the XNs and DI, Peer statistics, the personnel involved. **Note**: Techs assigned to XNs, Misc and Diffs on Tues. Jan. 30- please review procedures in case you are asked questions. It was communicated to us that the inspector will talk to testing personnel.