***Hematology Lab Meeting.***

*3/29/2018 @ 9:00 am*

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

Announcement:

* We have a couple of collections going on. Tyler's last day is tomorrow.
* CAP inspections are done every 2 years. We had our self-inspection for CAP on Monday. It was noted that we were missing some initials from QC LOGS and maintenance; which is a Phase 2 deficiency. For CAP purposes we are required to document that we have fixed the problem and it should never happen again. We are going to be more diligent at looking and tracking the log sheets every day.
* Need to replace Tyler for next week. Posted are the evening shifts for OT. Looking for a volunteer to work evenings temporarily to cover our evening shift shortage. Can be flexible with hours; 12-8:30 pm or 12:30- 9. We may all have to do evening rotations until we hire and train. If anyone has any suggestions on how we should fill those spots, please let Donna know. On April 2nd, Holly Pollock our new Tech will start with us. Her position is days with evening weekends.
* Please let a supervisor know when you are taking the last box of any items in the lab especially with TEG QC and cups. We depend on everyone to do their part in helping to maintain supplies in the lab. And also we need to document when the QC is out in the log sheet. TEG QC had only been documented 4 times that it was out of range and it's been out more than 40 times. This issue should have been brought to John or Jerry. After QC was out 2x, some troubleshooting needs to be done. There may be some changes with TEG on the night shift. Also when making up the TEG control, the water is the precise amount that needs to go into the concentration, if the tiniest drop does not make it into the vial you need to start over.
* The hematocytometers have been replaced because there were a lot of scratches on them. Please be careful while cleaning chambers don't use a gauze to clean them. Use alcohol wipes and dry with Kimwipe.
* When doing the inventory please double check areas and check under counters sometimes things are not always stored in the front. We may also have them in the back, because we have many different out dates and we don't want to mix them up. Make sure the older out dates are used first. Need to rotate the stock.