***Hematology Lab Meeting.***

*4/05/2018 @ 9:00 am*

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

Announcement:

We will like to welcome Holly.

Clinical service Division - it's the annual Heart Walk which the "Brave heart" is Pete's division. You can go online to register and or donate.

The hospital will be changing its software from Lawson to INFOR. There will be a transition time for any mandatory assignments. Effective June 1st completion of mandatory training is required and it's a condition for employment and any performance review are due by June 10th. Make sure that you complete any assigned tasks in Health Stream by June 1st; or disciplinary actions will be taken. Failure to complete these modules by June 1st will result in disciplinary action and up to termination. The levels of disciplinary actions will be posted for you knowledge.

There were suggestions made in the supervisors meetings on how to better serve the lab.

- One proposal was celebrating staffs birthdays monthly with a cake party. We would need to create a fund to finance this. The suggested amount would be $8 a year. This will be for the day shift because evening and night shift already have something in place.

- The other suggestion was PTO day for your birthday. You can use a PTO for your birthday if you choose. If your birthday falls on a Saturday you could probably take a Friday off and if it falls on a Sunday you can probably take a Monday off depending on staff scheduling and you have to have at least accrued 8 hours. We will do our best to accommodate.

And for both ideas will be looking for feedback so please think about it.

Because ensuring proper process and documentation for Quality Control, Maintenance, and QC corrective Action are necessary and non-negotiable, effective today any missing documentation will be followed up by disciplinary action as stated in YNHH Human Resources policies.

- For first offense you're going to be counseled and you sign a piece of paper saying you received a reminder from a supervisor. The paper will be put in your personnel file.

-For second time offense you're going to get a verbal warning which entails another discussion with your supervisor and your manager. This step will be documented and entered into your electronic personal file in Lawson.

-For the third offense you get a first written warning and discussion with your supervisor and manager. This step will be documented and entered into your electronic personal file in Lawson.

* For the fourth offense you receive a final written warning and discussion with your supervisor and manager. This step will be documented and entered into your electronic personal file in Lawson.
* The final step is termination from employment.

Starting this month TEG and Special Heme Maintenance Logs are on the computer, Located on the L: drive file path “L:\Hematology\1 - Maintenance Logs”. The logs have multiple tabs, be sure to fill them in completely each day. One change from the previous logs is that the TEG now has a Log for each instrument.

CBC parameters that exceed the linearity levels on the XN prompt as Operator alerts, these need to be resolved prior to verifying results.

When you're doing a Crystal exams on joint fluids the person doing the fluids needs to do a positive reference slide and log it and also exam result as positive or negative and what type of crystal. Then it gets a second review by supervisor to make sure all is okay. Same thing on parasites please put positive or negative with your initials that is the initial review and then 2nd reviewer reviews and enter results in computer. Both initials should be entered on parasite log.