**Hematology Lab Meeting.**

**5/17/2018 @ 9:00 am**

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

Announcement:

KNOW YOUR NUMBERS – $500.00 credit towards your Health Insurance. Set up your health screens by making appointments in the special events area until the end of August. Or if you have had a physical with your primary physician, a form is available on the Red Brick site to have them complete. This goes toward PIP.

1. Hematology’s mini Survey Results:
2. We have gone over the survey and the overwhelming suggestion is that staff want more time- off and not have a restriction on PTO usage. The new policy will be unlimited PTO usage. Of course, hospital’s policy states that you must have PTO .

The policy will still be only two people off at one time for the day shift and only one off at one time for the evening and night shifts. Your request will be based on the laboratory needs during the time of your request. We will try to grant all requests, but this will be at the discretion of the schedule. After the schedule is posted, time off will only be granted if there is a surplus of staff for the requested time off. Another change for the PTO policy will be regarding Holiday weeks- if you have had any holiday week off in 2017, you will now go to the bottom of the list to allow fair rotation of PTO for those weeks for all staff. If no one has requested those weeks, then you will have the opportunity to take the PTO. If there is a conflict with any week between 2 staff members, YNHH seniority will be considered as per Hospital policy. All PTO requests should be submitted at least a month prior to the time of the request unless there is an emergency situation. Only 2 weeks are allowed for the timeframe of June 1 through Sept. 15. This allows all staff for the opportunity to take summer time off if desired. Any request for vacation more than two weeks in a row will need approval from Pat and David Strongin.

1. Team building -Beth is going to be in charge of that and if you have any suggestions on what we can do for team building please let her know.
2. Playing music in the Hematology Lab is out at the moment. We feel it is too distracting for the staff who are concentrating and focusing on their work.
3. Cardinal Controls- we have replaced the Myer-Stevens control with Cardinal Health UA controls. This control will be used for Arkray CHM and manual urinalysis. Any questions, see Donna.
4. Next week Parveen will be collecting for the birthday club $8 per person. Our first cake will be for June to honor all staff who have June birthdays.
5. Great job with the logs. Please finish up your Cellavision competency and give it to Beth or John.