***Hematology Lab Meeting.***

*8/09/2018 @ 9:00 am*

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

Announcement:

There are still a few of weeks left to complete your Know Your Numbers to get the $500 credit. Log your points in red brick portal.

For Special Coags: critical values - inhibitor titers greater than 0.5 BU. The critical is going to be on the regular routine Coag list. It's a critical value now and mostly will be called by Spec Coag techs. However, if it not called timely the Routine Coag tech should notify Special Coag techs.

 Micro Method sample tubes- We will be sending these tubes to pediatric locations. Going The tubes will need the preparation date and the expiration date on the tubes as they're only viable for 7 days. There are new labels for this. When we receive a micro method sample: check the expiration date. If it is beyond the expiration date, the sample will not be accepted.

We really appreciate everyone for signing up for the OT to cover the evening shift shortage. We are there to help them out so be mindful of helping where and how long you are needed. If working doubles are affecting you please be mindful of your health try to get as much rest as needed and don’t over extend yourselves.

 Bone Marrows- during the day shift bone marrows should be shared with both XN techs and Coag tech especially in the event of no Misc. tech.

When working a double shift if you are working a full 8 hours shift in the evening you get your half hour break and normal break in the evening but if you work only a couple of hours in the evening you only get a half hour break.

When working in the TEG area, make sure to log out of the computer, otherwise you'll be held responsible for any work done under your username. Going forward make sure to log off the computer when finished, and ensure to log on so that you are operating under your login.

Make sure to run the Teg QC. The QC is not being run in a timely manner. Every morning the QC need to be run. (Each QC run takes 30 mins)

Make sure to check the schedule for the hazard waste assignments. Each week, the responsible tech should be bringing the XN and stainer waste to the 6th floor biohazard room. To make sure we fill the XN stain waste container sufficiently, use a long cable tie and wrap around cap so it doesn't fall back into the bin and calculate the volume inaccurately.

 In regards to the EOS results, Pat will make teams to formulate an action plan to work on our problem issues.