***Hematology Lab Meeting.***

*9/20/2018 @ 9:00 am*

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

Announcement:

A lot of you will be having your annual review by September 30th. It won’t be in effect till after Infor is in place. Any review changes can't be done till October 8th. Pat will start chatting with folks about the review and merit increases will be made retroactive on November 25th. There is going to be a slight modifications in the review process any modifications will be put in the comment section and it won't be as detailed. It will only occur this year until November of next year 2019.

The benefits and compensation packages will be rolled out very soon; you will receive them at home or in an email. For 2019: Merit increases will be up to 4%. Those that are at Max will receive a lump sum which will be paid bi-weekly for 12 months. It’s taxed at regular earnings.

PiP will still be in effect into next year up to 3%. Open enrollment will start October 29th this year through November 9th. Health fairs will be held at both campuses.

PTO cash in will be November 19th thru December and PIP payout is on December 6th.

For more information about the benefit package and insurance information you can speak to Pat.

Just another reminder about the flu vaccine- the deadline to apply for an exemption is September 30th.

FYI- New schedule is posted with many evening shifts that need to be covered. Please sign up or vacant shifts will be assigned. We need help from all staff.

**Labeling of Slides:**

All slides (Blood, Fluids, Bone Marrow) should have identifiers written on the slide as well as the slide label. Labels can come off and we need to be able to identify the slide if this happens. This is especially important with Bone Marrows as Surg Path and Flow have to relabel the slides and use the initials written on the slide to confirm when doing so. The standard for bone marrow slides is the patient’s initials and MPI, this can be used for other slides as well. Also, only 6 of the 10 slides (the ones sent to Surg Path and Flow) should be labeled with the slide labels.

An additional note on this subject, please be careful when labeling the bone marrow slides. There was an incident where two were not labeled properly. Luckily the Surg Path Tech caught this error in processing. Before sending them out double check the labels.

**Antixa approved by residents** will be run on the day shift on the weekends. If you are going to switch your weekends or swap with someone make sure it's someone that is in special coag.

There is a research study that has been approved by Dr. Rinder for antiXa (LMWH). It does not need any new approval.

Trumbull/Danbury hospital has started sending special coag tests (Factor assays) to our lab during week days. In case of an emergency, they might expect factor assay to be run over the weekend. There is no approval needed.

Thanks for everyone’s hard work and working extra shifts. It is greatly appreciated.