***Hematology Lab Meeting.***

**10/04/2018 @ 8:30 am**

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| *Present:* | ***Donna Fico*** |

Announcement:

As you are aware INFOR is now in effect. You may have noticed that your paycheck may look different. To see your PTO balance, go into Manage PTO. No more emails to alert you of your pay and if you need year to date info, you will need to print your paystub.

Need two volunteers to work Oct. 31, 2018 evening shift.

There are a couple of notes on workflow in the XN Area:

First, in the morning the priority is on running and resulting samples. Instruments should not be taken down for cleaning and QC during the morning rush. Daily maintenance should be performed after things slow down.

Second, it is important to track all your completed samples in the tube sorter in a timely manner. We have seen tech that have full green racks sitting next to them, which sometimes don’t get tube sorted for hours and on some occasions have been left for others to clean up. Samples need to be tracked in the tube sorted so that they can be easily located for add-ons or other needs. Once resulted samples should be put back on to tube track, there is no need to hold them.

Focus on resulting samples and keep you area clean and organized.

We have been able to secure a fluorescent scope situated in the back in special area. We are working on getting it set up and Jerry has been working to get a blackout hood designed for it. Hopefully we will be able to read QBCs down her soon. This means it is important to make QBCs and Scan Parasite Smears in a timely manner.

People have been storing up completed what blood next to them. After they have processed please put them in the Sorting rack when done. It needs to be tube sorted when completed.

 Make sure that you clean up after yourself and put all used paper towels after washing your hands into the bins.