***Hematology Lab Meeting.***

**10/11/2018 @ 9:00 am**

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| *Present:* |  ***Pat Gelineau*** |

Announcement:

Just a reminder the flu vaccination health fairs are beginning this month to make sure to get your vaccination done. First Day is this Wed. Oct. 17, 2018.

Make sure to go into Health Stream and work on your assignments given to you.

Keep up with your continuing education. You have to have 12 credits by the end of the year. There are a few conferences, Friday morning Case studies that are going on or try to take some courses on MTS. Document all of it and put it in the Staff CE notebook.

For the weekends, to be most helpful to the night techs, 6am techs should be helping to CBCs and diffs. That is the focus, not setting up the stainer, washing counters or filling out logs. That is not the priority at that time.

When a test has been cancelled due to one reason or the other. A credit has to be sent to June Steven so that a credit can be issued to the patient. There will be posted credit forms on the communication board; and if you are unsure of what needs to be credited ask a supervisor.

The greater than 440 white count and the 8.3 RBC procedure will be updated. When we have these results above linearity we should dilute the sample and add a rerun. You don't need to cancel anything and you don't need to do a buffy % or spun hct. All we need to do is dilute the specimen, do a rerun, calculating the result with the dilution factor and send out the results. Add a free text comment “Confirmed by dilution” against the parameter that is above linearity. The procedure will be updated and posted.

 Since Corrected results is monitored for QA, when correcting results be specific with the reason for the correction instead of just using “Other.”

Critical values should be called within 30 minutes. If you are not able to reach a caregiver and the phone is busy, document all. The policy is to call within a half an hour. After three phone calls with no success, the lab residents should be called. If they reach a caregiver, they need to call the lab back to close the loop.

Not only one person should be calling in the critical calls if you're less busy try to help out with these calls.