***Hematology Lab Meeting.***

**11/08/2018 @ 9:00 am**

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

Announcement:

Just a reminder to get your flu vaccination. This will be a continuous reminder till we are at 100%.

Make sure to look under your mandatory training in INFOR to make sure you're doing everything.

As a refresher for everyone Pat will send excerpts from the Department Administrative Policy and Procedure Manual on how to handle mislabeled specimens. This policy lists the irretrievable specimens. Note the number that Hematology analyzes.

When doing the weekly maintenance on the Arkray, specifically after cleaning the white cell filter make sure the screws are tighten, otherwise fluid will leak out.

It's that time of year again. It's time to adopt a family for Christmas and lab medicine Christmas party. Donations will start November 12th and the last day will be December 7th and the shopping is December 10th. The holiday Christmas party is December 6th from 3:30- 7 pm, it will be held downstairs in front of the lab medicine administration office. And we need volunteers for the committee and set up/ clean up and shopper and gift wrappers.

To clean counting chambers wipe surface of chamber with alcowipe and the gently blot surface with kimwipe. Do not rub back and forth or use gauze all of which scratches the mirror surface. Coverglass should be cleaned with alcowipe and dried with kimwipe.