***Hematology Lab Meeting.***

**1/17/2019 @ 9:00 am**

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

Announcement:

Market adjustments are now in effect for salaries. Those that are affected have been notified of the changes. The adjustments will be effective January 20. The new base for an MLS with no experience in a categorical is $26.00/hr.

Monday the 21th, MLK is a hospital holiday and we have holiday staffing on. The offsite labs are not open on Monday, but the Yale draws stations will be open. We should expect to see some volume from there. But the impending weather on Monday may affect volume of patients.

We want to make sure all shifts are covered during the weather conditions between one shift and the next. And for those that might have to stay overnight, there are 4 available air mattresses in little boxes on a shelf by my office and linens as well; also there are cots available on the second floor and air pumps. The 2nd floor turns into a ladies dorm room in the conference room on PS  230.

For those that are working this weekend, if you are having difficulty getting to work, just keep in contact with the lab and let us know what's going on, how long it will take you to get to work and so on, being safe is priority. Keep in mind you're an essential employee, make sure you have your badge with you in the car in case you get stopped on highways or if there are any road closures.

Reminder regarding Hand Offs from one shift to the next. There should be a conversation regarding the status of the work, instrument problems, etc. We are a team so always communicate to the next workers and replenish supplies if need be.

We are still working on the issue of  urine samples coming from North Haven and other off sites. Jessica has been working with EPIC to alleviate this problem. We are hoping to have a solution soon.

Everyone should be using the Container Storage as you process the samples. If they are not completely processed when you track in Container Storage, there will be a Pop- up to alert you.

Starting next week, we are eliminating the 12:30 to 8 pm shift when covering evening shift vacancies since the evening shift’s work seems to be coming later. So the best shifts seem to be be 12:30-9 and 1pm- 9:30pm. Also it is best to talk to Claire before you leave so she can determine the status of the work.

When working in the evening shift, make sure to call the Unreceived report. See John on how to call this report. This report keeps track of all samples that are supposed to come to YSC and we need to follow- up on missing samples.