***Hematology Lab Meeting.***

**9/12/2019 @ 9:00 am**

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

Announcement:

Thank you John and Beth for getting us with the backup WAM server last night. We are currently on the backup and we'll switch back to night at 10 pm.

On Labor Day, we lost the use of all 3 of the XNs, and we had to send samples to SRC for testing. We will be setting up a training session at Smilow 4 lab for staff on all shifts with badge access to train and learn set up in Smilow 4 as a back up to the Main Lab. Training will start in Oct. We don’t anticipate the problem being a regular occurrence, but we need to have a backup plan in place.

Please remember to scan the shared requisition forms for fluids and put in folder. Jennifer will be scanning them for us.

An email was sent out about the Joint Commission's latest venture. Maintaining ease of egress. (Basically keep all doors and exits clear of clutter in case there's an emergency, we can leave quickly and efficiently.

For anyone that's new, the snow policy is, we are essential personnel, and you’re required to come into work preferably on time. (The expectation is everybody shows up for their shift).

If the next shift can't make it in, the expectation is that somebody needs to stay to cover till they come in.

We have 4 air mattresses with linens in the lab should anyone need to stay over during the snow storm. Cots can be set up in Pat’s office and the big conference room in PS 230. Just an FYI, it’s a good idea to pack a bag with supplies during the winter season and have it ready here at work in case you need to stay. Also bringing extra food would be good.

Joan made a suggestion that we abolish the rule to bring food in on the weekends since we have many that have dietary restrictions.

The new schedule has been posted. Please sign up for extra shifts.