***Hematology Lab Meeting.***

**01/23/2020 @ 9:00 am**

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

Announcement:

We would like to welcome Gulzat and Nicole who have started their hematology rotation. Nicole is at Smilow for this week and next week Gulzat will go for her rotation.

Laura and Parveen continue testing the IL so it will be ready to go live in mid-March. They are still working on the dry testing phase right now.

John has gotten the camera on the supervisor scope working. See him for details on how to operate it.

 If anyone is still interested in participating in the Lab Activity Committee for lab week all are welcome. Planning is in the early stages of putting the team together. Tell Pat if you are interested.

 Yale New Haven administrative Attendance and Punctuality policy for your work schedules: You should be at your workbench at your start time. You have a 3 minute grace period. After 3 minutes you're considered late.

 There is a points system for attendance and punctuality. An unscheduled day off is 5 points against you (8hr shift) any time you leave early( without prior approval) or arrive late that is 3 points. At 20 points a verbal warning is issued. Any warnings will remain on your record for a year. The way to fix that is to have perfect attendance and punctuality for 6 months. For more details, check in Ellucid for the Lab Medicine Administrative Policy as well as the YNHH Human Resources Policy.

 We should make it a point to do a proper hand off when the next shift comes in. Make sure you let the next shift know what is going on and what needs to be completed. Also it is the each tech’s responsibility to replenish reagents, supplies and equipment in their work area for the following shifts. This curiosity should be done on all shifts.

It’s good to see that we are taking an interest in getting your CE done. Keep up the good job. As a reminder all staff must have 12 hours of CE credits for a calendar year. Keep a record in the notebooks on the shelf near the microhematocrit centrifuge. There are always good case conferences on Friday mornings with the lab residents.