***Hematology Lab Meeting.***

**02/13/2020 @ 9:00 am**

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

Announcement:

Jackie will be starting Tuesday next week.

A lot of Continuing Education is occurring. Keep up the good work! Make sure to document classes or lectures you attend in the Staff Cont. Education notebook.

 How to handle ANTI-Xa (LMWH or UFH) test over the weekends and off shift:

* The test should be approved by our Lab Resident.
* Spin the sample for 20 minutes and make two aliquots. Send one aliquot to VA and save the other in the Special coag freezer.
* Ask the LA to call for a courier. Give the specimen to an LA with filled VA request form.
* Please follow up on the results after 2-3 hours (because it’s not linked to our LIS Beaker).
* The VA will call the lab to let you know that they will be sending you faxed results. Check the fax machine for results.
* Once the lab receives the result, the Coag tech should enter the result into BEAKER. Please print manual entry report and leave it in the special Coag area along with faxed results. Please follow instructions in detail on VA form
* If you do not see faxed results, call the VA lab for results.
* If sample is already processed at the end of the shift, please communicate to the next shift tech to take care of the results and leave a note on the desk.
* During your shift, you didn't receive the sample, communicate to the next shift tech, and leave a detailed note on the coag desk.
* Please follow the instructions or approval note if any on the desk
* If you do not receive samples in the next two-shift, leave a note for the day tech to check with a weekend resident about the status of the sample or if time permits, you can call the floor and check with the status of the sample draw time and leave a note for the next shift if they are sending after your shift.
* If you have any questions, ask a supervisor regarding the ANTi-Xa.

On the Safety huddle this morning-

 There was another incident where an employee was assaulted in front of the uniform shop on Howe Ave. Please be aware of your surroundings. Try not to be on your phone while walking around the hospital. If you happen to park in one of those far away lots, you can ask for security to accompany you to your car or there are shuttle buses to most of the parking lots. There is also YNHH app call (Elert see say) you can download it and you can call for help or if you need Security to walk you to your car. There are quite a few security officers patrolling both campuses the University and the hospital.

Donna, has put up the new schedule- for the extra evening shifts and weekends. If you are Full Time- please take 3 shifts and Part time please take 2 shift.

Friday the 14th is Joan's last day working in Hematology. She will be starting next week in Flow. JOAN we will miss you!!!!

XN- When shutting down the line- you should shut down the primary IPU and then the secondary IPU. An email will be sent out with instructions on how to turn them off. And a procedure will made up and it will also be noted in communication log as well.