***Hematology Lab Meeting.***

**02/20/2020 @ 9:00 am**

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

 Welcome Jackie to Hematology!!

Announcements:

The PTO Donation program is ending due to changes in IRS rules. The effective date is March 27, 2020. For leaves prior to March 27, donations will be possible. No donations will be permitted after March 27.

 Since the frequent problems with the OBS instrumentation. We will track all samples into Hematology, especially CBCs. Beth is investigating a possible solution with WAM. More information to follow.

John will be working on a form for QA forms regarding pre-analytical, etc. issues with samples for RL's. Forms will be completed by techs, then saved for Beth who is working on consolidating QA for the Hematology Lab. Beth will enter the RLs for educating the house staff as well as recordkeeping incidences.

DOT training (Hazardous waste) for new employees will be March 4th, 11th and 18th. (Methanol and stain waste removal). Donna will be scheduling.

 Update on Lab Week: the gift that was chosen was a fleece vest with Laboratory Medicine on it. Color selection is still being discussed.

A suggestion was brought up about doing some hematology fun activities during Lab Week. Maybe a baby photo contest. Cai, Donna, Melissa and Jennifer will form a committee to work on some fun activities.

Suggestion by Cai- bring back the team building questions to get to know our new staff.