***Hematology Lab Meeting.***

**07/09/2020 @ 9:00 am**

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| *Present:* | ***John Errico*** |

Announcement:

We will be going Live with the Coags instrument on Tuesday the 14th and next week’s urinalysis demo has been postponed.

Kyung’s last day is tomorrow. We will be having a small sendoff for him in the morning.

Melissa is taking up a collection for Rosie, will begin after the Coag Go-Live.

When working on the weekend or other times when we are short staffed, everyone should be helping in areas other than his or her own when able.

The lab computers are for work and not for shopping or viewing sites. If you have to be told multiple times, disciplinary action will be taken.

An email was sent out about wearing your mask correctly. Please make sure to always wear your mask the right way if you are in the hospital area. The only places you should not be wearing them is the lunchroom or during your break or when eating.

QC corrective action should be done 2 consecutive points out. There is the QC corrective action log for this, make sure you document this and if there is problem with the analyzer document it as well. Moreover, if there are any kind of problems we should be documenting it in the Problem log.

A special thank you to Laura and Melissa for all the Coag testing. Thanks everyone for covering other areas and helping out. Thank you to all our key operators for their hard work. The plan is to go live at 11am. Tuesday morning. The instruments will be moved around and placed in the locations they need to go. And flag training is still going on if you need to see how to result these, there is a sample rack on instrument 3.

Next week we have scheduled every tech with a key operator to go over everything. The next time techs will be on their own.

There has been an inventory adjustment with the location of supplies. Main lab supplies will be on the front bench racks. There will only be one inventory list now. No more separate bench lists. It is up to the tech of that area to stock up on reagents and supplies for their specific area. This can be part of the setup of the area to make sure you have all necessary supplies before you get started with your day’s work.

There is going to be a safety walk through tomorrow done by Dr. Smith and Regulatory safety personnel Kathy. Make sure you are following proper safety protocols wearing your mask wearing your gloves making sure there is nothing on the floor and making sure everything is up to code as they should be.

When all of this complete, we will have another lunch and learn to welcome the new techs and thank everyone for all their hard work. When and where will be announced later.