***Hematology Lab Meeting.***

**10/5/2020 @ 9:00 am**

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

Announcement:

Make sure everyone is checking their Pending lists, especially with ESRs. They may be resulted and will need final verification. Make sure to check them in a timely manner.  And for fluids, all cell counts should be entered after counting. If you count it, you should be resulting in the computer. Don’t leave your counts for the next shift to result.

We need everyone to perform a proper hand-off when the next shift comes in. Communicate to the next shift, what is going on and what needs to be done. If they haven't arrived yet, hand-off to someone else in the area. This is necessary, otherwise we will have all staff members print out an Outstanding list and check off what has been done before they leave.

  Pleural fluids that are suspected for Covid can be run on the XN.

BALs suspected of Covid should be done under the hood. Fluid loaded on chamber and counted with microscope. No cyto smear is made. Cancel diff. If you don't know how to use the hood, we will have a demonstration. Also read procedure on the clipboard near hood.

Urine Bench:  Part of the weekly cleaning-: Clean SRV and clean Clinitek Table with distilled water. This is performed on Mondays and Tuesdays.

QC on Arkray- if out of range, accept the run don’t use the Re-analyze. That removes the data point.

>37.5MCHC Resulting has some changes in procedure.

* No longer making smears to check for spherocytosis when the MCHC is still high after Hct is spun.
* When spun HCT does not match instrument instrument HCT. Result "Spun hematocrit”.  Comment- Unable to report RBC, MCV, MCH and MCHC due to specimen problems. Follow procedure to nm the specified parameters.

 If you see a calibration window pop up on Coag analyzer, the lamp needs to be changed.

The hospital is preparing for a possible Ransomware attack. Don’t open email and links you don't know. If you get phishing emails send them to the spam email. Make sure you know your employee id #. Also make sure you read the downtime procedure and you know what to do during a downtime.

Reminders:

* Please make show you a cleaning up your area; filing slides away, etc. Work as a team. Would everyone want us to assign people to do these tasks or will you decide amongst yourselves?
* Let's make sure we're getting our critical calls made within 30 minutes.
* Trainers- Make sure all key points are taught in all areas so our new employees are successful. Review procedures if you are not sure. Sign the trainees check lists.