***Hematology Lab Meeting.***

**11/19/2020 @ 9:00 am**

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

Announcement:

 There have been some changes to the breakroom to assure proper social distancing. It is limited to 10 people at a time. Please try to eat your food in a timely manner and be considerate of your coworkers who might be waiting. Also make sure you are wearing your mask if you're not eating.

 Since the reviews are not linked to merit increases we have been given an extension to do the reviews in December. You should be getting an email probably next week letting you know when I will be scheduling to meet with you.

Arkray weekly maintenance should include cleaning the SRV and resetting the tally. See Arkray procedure.

Reminder for our Ongoing Metrics for QNS CBCs from the ER. Before you cancel, a label needs to be printed and the section( A,B,C) noted on the label. Then adhere to clipboard up in the front area.

 Aliquoting - if the LAs bring you a cytokine tube that has not been Aliquoted. Please aliquot the sample. Aliquot at least 500ml into the tube and make sure chemistry gets the clot tube and put the Aliquot tube in the fridge in rack.

Please don't store any personal items into the break room. Put your items in your lockers. If you have extra lab coats on the hooks that are yours. Please put them in your lockers so that we can accommodate new employees and trainees.