***Hematology Lab Meeting.***

**12/03/2020 @ 9:00 am**

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

Announcement:

It’s the flu season and people are starting to get sick. If you don't feel, please stay home.

Reminder: When you have errors on the instrument don’t just clear the errors, document the steps you took to fix the error. There is a XN troubleshooting guide that provides steps to fix the error.  So troubleshoot, document, and call for service. If you need assistance in troubleshooting and to call service, contact a supervisor.   But take the 1st step in initiating troubleshooting procedures.

We are still having issues with people going on breaks on time.  We need to communicate with each other so that breaks can be done on time. You shouldn't have to be told to go on break.

An email will be posted regarding schedules for taking breaks. Sometimes breaks will not be guaranteed depending on the workload. Lunches for at least 30 minutes and no more than 40 minutes. A change from before COVID.

 The department is working on an appreciation lunch for everyone hopefully for next week Tuesday. It is split up by floors ours is set for Tuesday but more information to come.

 Inventory: It is everyone’s responsibility regarding checking to see if there is enough supplies, reagents, etc. If you are taking or using the last of something, please inform a supervisor. It often takes time to get certain supplies, reagents and controls. Something to be mindful of.