***Hematology Lab Meeting.***

**1/14/2021 @ 9:00 am**

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

Announcement:

Please be diligent in getting the critical calls done within 30 minutes. The early staff( 6am, 6:30am) should review the criticals first thing in the morning, especially on the weekends. Also early staff should be helping out in the heavy volume areas, CBCs and Coags, before doing their set-up.

 Everyone needs to keep checking their Outstanding Lists. Going forward, we will be printing out the outstanding list daily in your area at the end of the shift. Please check for completeness and sign off and put on clipboard. Earlier samples need to be completed before you hand off to the next shift.

**NEW IN COAGS** -Manual entry check for all shifts. If there is errors, they need to be corrected timely. There is a 3 tiered box to put the print outs for review. Top tier- is the manual entries that need to be reviewed. Day shift will be checking evening and night shift manual entries. Evening shift will check day shift. All completed reviews will be put on the 2 shelf. Special Coag techs or Parveen will put the final sheets into the book. This needs to be done at the start of your shift.

 Everyone needs to take the initiative for Bone Marrows and Tegs to be processed. It’s not just ones person responsibility. If you see a Teg or Bone marrow on the list just do them. Bone marrows are on all Outstanding Lists. For the outstanding lists it includes CBC'S, XN, ROUTINE COAGS UA'S and FLUIDS and they are on a clipboard. The special coag one is printed everyday already.

For shared specimen for flow cytometry.  Please put them in the gray bucket for Flow-cytometry near LA area.

For any CSF samples we receive, if there is a diagnosis for Acute Leukemia, an interpretation will need to be ordered.   We are going to make this order-able test. Until an IT fix can be done, to order the interp. Go into Specimen Update and order CSFIN. **This includes both pediatric and adult patients.**

The vaccinations invitation have been sent out. Check your mychart and schedule it. Let the manager or supervisor know when you are getting you 2nd shot. It’s known that some people have more symptoms after the 2nnd dose. Take day off if you appear to not feel well.

New for Urinalysis- New notebook for Reagent change. This includes both the strips and staining solution for new lots. A new form for when changing staining solutions( SED and BAC). Need to perform patient comparisons, a normal and abnormal. Complete forms and retrieve printouts form the Arkrays.

When cleaning the white cell filter on Arkrays, remember to tighten the screw well oor this may affect the bacteria parameter of the FCM controls.

New schedule is posted for next week. We are trying to get 5 people on the day weekend team, A and C. The plan is to try to do cytokines on the weekends.

Make sure you are signing off on the QC logs also reminder ISED has a log as well.

**ISED**:

* Weekly ISED maintenance – Use the 8.5 bleach, to make up the cleaning tube. Mix 8ml bleach and 2ml of water to make up 10 ml. Split it between the 2 tubes.
* Also make sure the vent hole is on the top of the waste container. Not on the bottom so we don't get leakage in the machine. If there are any other errors please let Lisa know.
* Don’t mix ESR samples.
* If instrument errors occur, pop the tops of the tubes and try again.

The CAP window is open... so make sure you are following the procedures correctly,  check reagents dates, ( especially homemade one's), discard any expired reagents, controls, etc.

Tidy up and nothing should be on the floors.

NOTE: This is a surprise inspection, so we want to be prepared.

Thanks again for your continued hard work and picking up extra shifts on short notice.