***Hematology Lab Meeting.***

**2/4/2021 @ 9:00 am**

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

Announcement:

Thank you for those of you that made an effort to come in during the snow storm. Since we are essential workers, we need to make every effort to get in to work. If you are late, you will not be penalized. However, if you just don’t come or make an effort, there will be points taken away from your attendance record. In the event that you may have to stay here until it is safe to go home, there are cots provided for you and you'll be given $2 bills to get food from the hospital cafeteria for your sleep over.

The SSA reflect testing will be discontinued on the 15th of February.

 CSF Interpretations are now orderable for the Oncology floors that need it. We will only add it if other samples have evidence of abnormal cells.

We will be training everyone on how to do the full XN shutdown. The shutdown will be done during the day between 9 and 10 am and QC won't be done until all the cleaning and the shutdown has been done. (5 days a week). Evening shift will be doing the Shutdown on the Cellavision 5 days a week.

We acquired some disposable hemocytometers to evaluate. They can only be used one time and then they are discarded. You can use the glass pipette to load it and let it settle like normal.

**For Continuing Education**: A new way for documenting your credits. Staff folders are on the L drive under Hematology >Documentation> Continuing Education folder. There is an excel sheet for you to fill out and the computer will automatically tally all the credits that you will need.  You can save it and then upload it to your name in the folder and if you're unable to print it out and we will make a folder for Jennifer to scan it in for you.

 When doing daily maintenance on the ISED, make sure you dump the waste bottle and reset the waste button on the ISED. Every shift should be checking the waste the beginning of their shift to prevent any overflow of the instrument. Frequent checks through the shift should prevent this.

The Kronos exception forms are now on the L- drive. It’s a fillable pdf. You can save it into the current folder. If it’s for the future, save it in the future folder. (Staying late or leaving early)