***Hematology Lab Meeting.***

**4/8/2021 @ 9:00 am**

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

Announcement:

Lunch break need to be taken in timely manner. Early techs should be taken their breaks and lunches early as not to push all others back. We don’t want to have to assigned breaks and lunches. Also remember breaks are 20 minutes and lunch is 40 minutes long, not an hour break. The supervisor will circulate around lunch to see where coverage is needed. If they are there to cover, then take your break.

If you receive calls from physicians for correcting PTT for heparin or heparin lines, we don’t perform that test. If they have an issue with that they can refer them to Dr. Rinder or to John who can explain it to them. If the residents approves, it will need to go through Dr. Rinder for approval.

 Competency quizzes and CAP surveys need to be done independently. Don't ask your fellow techs or colleagues for answers to these tests. There are resources available to you throughout the lab, as procedures and online guides. If there is something that is not clear to you, you can ask a supervisor for an explanation.

Lab Week schedule- a preliminary schedule of events has been posted.

 Safety covers must be put on when spinning urines for microscopics. This is a safety issue and if it breaks while in the centrifuge, it will be a mess to clean up.

Reminders: If temperatures are out on the refrigerators, some corrective action should be noted and a repeat temp. taken after that.

 Coags: You can now start spinning on the smaller centrifuge for Special Coags. Make sure you select the 10minute spin and be careful when aliquoting plasma- not to go too far down into buffy layer.

The iSED QC stays at room temperature. And make sure that the waste gets emptied and the tubes are clean when putting the bottle back. If not let Lisa know so she can order the parts for the instrument.