***Hematology Lab Meeting.***

**7/22/2021 @ 9:00 am**

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

Announcement:

The top priority while at work should be processing samples and getting accurate results out in timely fashion. While conversations with coworkers is not discouraged, it should happen when workload is down, not during the height of the morning rush or other times when there is work such as manual differentials that could be focused on.

Remember that we are a team and should work together to help out where needed, regardless of the bench you are assigned. If you bench is slow see if you can assist others who may be behind in work.

**Call Out Policy:** When calling out from work, the policy is to Call the lab at **203-688-4145** and speak with a supervisor or lead tech on the shift. If the supervisor is unavailable, or not in work yet, leave a message and either call back to speak with them directly or ask for them to call you back when they arrive. Texting coworkers is NOT an appropriate form of communication when calling out as the communication can fall through the cracks or be missed. We should make every effort possible to call out as early as possible to give enough notice to find appropriate cover

**Phone Usage:** Per hospital policy, there should be no personal phone usage during work hours. We understand that there will sometimes be emergencies where you need to use your phone and step out and that is ok. Using your phone in the lab and going into the hallway to use your phone routinely however is not acceptable. If you need to use your phone for personal reason, it should be done during your break hours. Again the primary focus while in the lab should be the work.

**Smilow 4 Lab:** There is a plan in place to merge Smilow 4 Lab with the Hematology Lab effective, with the current effective date being October 1. The current techs will become a member of the hematology lab and be part of the weekend and holiday schedule when fully trained. Coverage of the Smilow 4 Lab will function as a bench on the day shift, with staff rotating through for coverage. This will involve learning the 501 chemistries ran there, which will be a good opportunity for staff to learn something new. Logistics are still being worked out with this plan and I will provide updates as more is decided.

**Platelet Aggregation:** We appreciate everyone’s help with trying to take the phone calls for the aggregation scheduling, but with the current backlog the schedule is getting more complicated with multiple moving parts. If you get a phone call please refer the call to an aggregation tech or Natalie, or if no one is available take a message with a call back.

**Thank you everyone and keep up the great work! We continue to do a great job of getting the work out despite record high census levels in the ED and Floors!**