Weekly Updates

July 23, 2015

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| Test | Description of Changes | Affected Individuals |
| Incident Reports | An Incident Reporting Form MUST be completed by any employee witnessing an injury to patients or visitors. Employees not witnessing an incident but informed of the incident by a patient/visitor much complete this Form. A folder with copies of the form and policy has been placed in the file holder where the Masters and Competency folders are. | All Staff |
| First Report of Injury | If you are injured on the job you should complete a First Report of Injury. Here is an on line form. Follow this [link](http://adobeprod/DocumentManager/docm1437656857274/59a8f759e27672e3d2a5357251a23f58?type=YXBwbGljYXRpb24vcGRm). | All Staff |
| AccuVein Holder | The AccuVein holder is underneath the back window computer. Please be aware of the fact that the AccuVein was expensive so be sure to put it in its home base at the end of each day. | All Staff |
| New Chem QC | We have now switched to the new chemistry urine QC. Just an FYI. | Techs |
| Radiology needs | If you are at the front desk and helping a patient but there is no one sitting there for radiology please bring the yellow slip/s back to someone in Radiology so they can review and make sure there are no radiology needs for the patient. This shouldn’t happen often as there is usually someone sitting up front. But just in case. | All Staff |
| AHDLs | Please be aware that you need to save the pink inserts that come with new shipments. There is information on them with special correlation factors that are specific to that lot. | Techs |
| Confidentials  | We now have directions on how to release confidential orders in EPIC that Denelle and Sherry have been doing. We will slowly be teaching everyone how to do this so samples don’t have to sit and wait. These directions will be placed at each work space. | All Staff |
| Heme WBCs | The Sysmex has been recalibrated and the WBCs have been raised. You may notice that the controls will take a bit of a jump up on the WBCs. We will be running 10 data points of QC and then Sherry will readjust the target. If we run QC and the WBC is slightly out it is OK to accept it until the new target range has been entered. | Techs |
| Competency | We are over ½ way through the year. You should be ½ way through you competency requirements. Please use down time to get this completed. | All Staff |

**Procedure Additions, Updates and Changes:**