

HEMATOLOGY MINUTES

DATE: 1/12/2023

PRESENT:

Day Shift: Louise, Dan, Virginia, Emma, Isamar, VJ

Evening Shift: Sharon, Kwame, Souman, Duc

1. **January Competencies:** Beckman iQ2000 and AE-4022 6 month competencies. Quizzes are on the P-drive (P: \Laboratory\Hematology\! 2023 Competency Quizzes).
2. **CEU's:** Please document ceu's on the CEU tracking form. Each person has a form on the p-drive (P:\Laboratory\Hematology\! CEU)
3. **QC and Instrument problem logs:** Please document QC and maintenance corrective actions in the appropriate logs
 - **CS2500-** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\COAG 2023
 - IRMA request to have coag QC interface with beaker
 - **Beckman iQ2000-** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\Beckman Urinalysis\iQ 2000 workcell
 - **AE 4022-** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\Beckman Urinalysis\AE 4022\AE 4022 QC log
 - **Trinity Premier A1C:** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\TRINITY 2023
 - **XN-**
 - = **Instrument problem log-** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\SYSMEX 2023
 - = **QC-** document in the QC chart on the XN computer
 - **iSED-** P:\Laboratory\Hematology\Maintenance Charts and QC charts\2023 CHARTS\iSED 2023
4. **Reagent changes on instruments:** When loading new reagents on the instrument, the following must be documented: Date, reagent, lot number, expiration date, new/same lot and QC run (if necessary). Each instrument has a file on the P drive with the exception of the XN's. You must document in the XN software:
 - Go to main menu
 - At the bottom of the page click on reagent replacement
 - Double click in the comment line of the replaced reagent and enter either "Same Lot" and your initials or "New Lot QC OK" (after you run the QC) and your initials.

5. **End of Shift Checklist**- The end of list checklist was implemented to eliminate missed specimens and make sure things are cleaned up as much as possible for the next shift. The list should be checked no earlier than ½ hour before the end of your shift.
6. **iSTAT Monthly Maintenance**: the iSTAT centrifuge maintenance charts have been updated: The bowl liners in each iSTAT must be changed monthly.



Virginia and Sharon our new Med Tech III's

A copy of the minutes will be filed on the p drive P:\Laboratory\Hematology\MONTHLY MEETING MINUTES