**HEMATOLOGY
MINUTES**

**February 2024**

DATE:2/8/2024

PRESENT:

 **Day Shift**: Louise, Virginia, Emma, Duc

 **Evening Shift**: Kwame, Sharon, Duc, Souman, Fei

1. **EMPLOYEE ENGAGEMENT:**
* Stop Light Report to submit ideas, recommendations etc. Fill out the report the best you can (SBAR format), print it out and put it in the folder outside of the office. This can be done anonymously. We will go over any submissions at the monthly meeting.
1. **UPDATES:**
* **Micro**
* ***Gram stains***: Hematology will officially begin performing CSF gram stains on 2/11/24. Whether we get the culture tube before or after Micro plates it is TBD. Hematology will enter and validate the CSF gram stain result in the computer.
* Please document the results on the P-drive P:\Laboratory\Hematology - BH 38020\Manual Result\2024 Manual Results
* A QC slide must be performed every Monday P:\Laboratory\Hematology - BH 38020\Maintenance Charts and QC charts\2024 CHARTS\MICRO 2024
* ***Cepheid Infinity-*** 2/19/2024 Hematology/Chemistry will begin running all tests offered on the Infinity ( Covid, Flu/RSV, MRSA, strep A and C-Diff)
* Micro will give everyone a refresher on C-Diff, C-Diff quick check, QC, and maintenance as well as training for MRSA
* The maintenance chart will be in the Hematology folder on the P-Drive before 2/19/2024. (P:\Laboratory\Hematology - BH 38020\Maintenance Charts and QC charts\2024 CHARTS\MICRO 2024)
* **Sysmex XN 9100**
* A Capital request has been filed for some minor construction in Chemistry that will need to be done before we can install the new instrumentation. Included in the request is a new Hydro water system to supply reagent grade water to the instrument
* Training modules from Sysmex will be assigned when we have a definitive date for validation. Some of the training will be eligible for CEU’s
1. **Hematology:**
* February Competencies
* 6-month Gram stain: Please complete the 4 unknowns by the end of the month. Result sheets are in folders on the fluid bench.
* CS200 annual Comp: quizzes are in a folder on the fluids bench. Please complete by the end of the month.
* Hematology group on TEAMS
* Creating a Hematology group in Teams for all techs that work in Hematology. Will try this for communications etc.
* Miscellaneous
* Please make sure that you are filling out maintenance, QC, reagent charts on the P drive that the information is accurate. If you are copying and pasting, double check that your information is correct.(See email sent on 2/5/2024)
* Staffing updates
* Faye will start training for evening shift in Hematology on 2/19/2024. She will still be working weekends in Micro.
* Cindy will begin training for Chemistry on 2/19/2024
* Mark (night Shift) will be starting at Milford on 2/19/2024
* VJ’s position will be posted until Friday 2/9/2024. There are 2 micro people interested in the position.