

**HEMATOLOGY
MINUTES**

**December 2024**

DATE: 12/4/2024

PRESENT:

 **Day Shift**: Louise, Dan, Hiram, Emma, Faye, Thea

 **Evening Shift**: Kwame, Duc , Lisa, Loida

* **A1C’s:**
* Day Shift: Please start A1C run by 9-9:30am
* Evening Shift: Please start run by 6-6:30pm

This will allow for time to troubleshoot and if unable to fix, make the number of specimens given to send-outs more manageable.

* **Documentation:**
* **Manual results**: make sure all results that are entered manually are documented in the appropriate file or Binder. ( C-DIFF EIA, Gram stains, parasites, binax now etc.)
* **Instrument issues:** Please document instrument issues (including reference # and resolutions) on the P\_drive
* **Reagent changes:** Please document reagent changes in the appropriate file
* **Sysmex Reagents:** Document on instrument software. QC MUST be run with every reagent change regardless of lot#.
* **All other Instruments reagents:** Document on the P-drive in the appropriate file in the maintenance file. QC must be run on new lots of reagents.
* **Corrected Results:**
* All corrected results must be phoned to the provider. This includes urine color and clarity, and any microscopic result added after verification.
* Please do not use “comment added” when adding a microscopic result to a urinalysis or morphology to a man diff after verification.
* **Fluids left for Review:**
* When leaving a Fluid diff for review, please perform the diff in Caresphere. Classify any questionable cells as “others.”
* Validate the fluid and fluid diff results in careshpere. Fluid diffs do not auto-verify in beaker. The fluid diff will be verified once the MD interp has been completed.
* **LUNCHES/DINNERS:**
* **Day shift:** Please try to have lunches completed by 1:15pm. This will ensure enough time to complete tasks before the early person leaves.
* Routine testing can wait until lunches have been completed.
* **Eve Shift:** Please try to have breaks completed by 10-10:30 to ensure enough time to get caught up and allow time to communicate with the Night shift.
* **JANUARY TRAINING**
* **Category A and B shipping**: Everyone will need to take the category A and B shipping course on CT Train by the end of January (1/31/2025): The link is below or can also be found **: P:\Laboratory\Hematology - BH 38020\LINKS and useful info (HEME LINKS)**

[**https://secure-web.cisco.com/1U-oI8XI6VpGMc2-5DhUK0jXcMZQgGupSPPddUfPxb0\_jm3JH0MIgyiLCfKPAbbmxQfsHxWwcYTO-lfUGuc19tOK\_-KonDfuKd6J2vb4LFzwxRLbmuorkxU0g4cEkcHIOmGE9kV0ar237UzrFrbCziP5oNdso4yJkBO7A8TctzYVHBGXpiWSB81-7AJrwBua910Y5UNL-T6wLAvByOR6hUpsQPzrVvIsSWiDyOfE7ujtRFI5I0JiKhgtgLKqxLDslTd6EycyYaxlvfcf\_UEYcbQq9E-icnpFoNVDsmm9QRift3ZsZwTh96KQ7B\_-7qc7LAxhzgJ0jOtxmNBInRXchh0ynvwa5t5STlHxNRoEAgr33xy7E1Cnv3hWpGE2oIjvHukUqjl7gQj7IEAuwcBT6XfGzeT-vjWdSUX3dLVvtpTg/https%3A%2F%2Fwww.train.org%2Fconnecticut%2Fcourse%2F1099364%2F**](https://secure-web.cisco.com/1U-oI8XI6VpGMc2-5DhUK0jXcMZQgGupSPPddUfPxb0_jm3JH0MIgyiLCfKPAbbmxQfsHxWwcYTO-lfUGuc19tOK_-KonDfuKd6J2vb4LFzwxRLbmuorkxU0g4cEkcHIOmGE9kV0ar237UzrFrbCziP5oNdso4yJkBO7A8TctzYVHBGXpiWSB81-7AJrwBua910Y5UNL-T6wLAvByOR6hUpsQPzrVvIsSWiDyOfE7ujtRFI5I0JiKhgtgLKqxLDslTd6EycyYaxlvfcf_UEYcbQq9E-icnpFoNVDsmm9QRift3ZsZwTh96KQ7B_-7qc7LAxhzgJ0jOtxmNBInRXchh0ynvwa5t5STlHxNRoEAgr33xy7E1Cnv3hWpGE2oIjvHukUqjl7gQj7IEAuwcBT6XfGzeT-vjWdSUX3dLVvtpTg/https%3A//www.train.org/connecticut/course/1099364/)

* **Donning and Doffing:** All core lab employees will be trained in Donning and Doffing of PPE to be completed by 1/31/2025

* **Reminders:**
* Please check the ADD-ON list frequently so that add-on requests can be completed without a big delay.
* As a reminder: If you go to the add-on list and click on an add-on request, you must complete the request otherwise the notification goes away, further delaying the results.
* If you have done so, please complete the BSC and Centrifuge training ASAP

 BSC

* <https://www.train.org/connecticut/course/1041976/>

Centrifuge

* <https://www.train.org/connecticut/course/1073746/>
* Please check your follow-up worklist at the end of your shift. If there are critical results to call and you are leaving, you must communicate that to the next shift.
* All outstanding lists should be checked at the end (or near the end) of your shift and make sure all pending specimens are accounted for. This includes the BH Microbiology list.

-Please be at your workstation at your scheduled time

* **Shared Fluid Specimens:**
* 12/10/2024: Each department performing testing on a shared fluid specimen must sign and date the shared specimen form when testing is complete and scan the form into Media Manager in the patient’s Chart. Instructions are attached to minutes.

