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| **Haem House Keeping and Admin**  | **20/02/2019** |
| **General Information**1. Jocelyn has created a yellow use first sticker to help with stock rotation and wastage.
2. Please try to keep thrombin lot numbers together and keep barcode sheets
3. Low on drift control – revert to 6C when run out. ESR QC mon and thurs
4. SMS staining overnight automatic regent change and less slides in basket – faster & drier
5. New haem checklist – same jobs, just more recorded.
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| **New Policies, Procedures, Alerts or Reminders**1. Development of new morphology workflow and training of targeted staff underway
2. The managerial target in morphology is systems, workflow and standardisation in parallel with staff training to address blood film TAT and stress levels.
	1. This is in response to comments such as
		1. “when the system does X I have to do Y which frustrates me”.
		2. When “person X does Y and person Z does B then I have to do G” because I don’t know what’s going on
		3. I often “go to do a task and find someone else is already doing it” so I feel like I am wasting my time
3. The removal of “reason for blood film” was to force us to use worklist driven processes rather than personal staff dependent workflows and identify holes in the system.
4. We ARE collecting DATA on all staff (including managers) throughput to give us information about workflow impingements so these can be our focus. This is no secret and we have been able to do this for more than 2 years
	1. If you feel personally targeted, this is not the case, all systems and staff are being examined to identify the systematic issues in morphology as a priority. see next examples
5. Charting in Cerner of eg HB, PLTS, MCV. If you don’t know how to do it, then ask Steve, Andrew or Jocelyn.
6. F9 and F10 scrolling in remisol
7. Numerous staff who had not adopted excel scanning of blood films for checking Ctrl-W despite there being emails and instructions to do so
8. 4 new leukaemias with VLY flags only – previously low priority films but now urgent
9. False “trial” films should have been resolved. If you see any, please supply accession numbers to Jocelyn. Up to 25 in a morning all holding up release of results and generating films
10. Double header so we can train and do films at the same time
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| **Rosters / Staffing / Recruitment**1. New roster almost complete in Kronos – Please check Kronos against Excel and advise.
2. 0.2 Friday Immunology = Lefy with Helen backfill til July 2019
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| **OH&S or Environmental issues** |
| **Staff concerns or suggestions for future “group consultation”** |
| **IT issues / Network Alerts / Trials / Projects** |
| **New Staff / Social Events / Congratulations / Conference applications** |
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 *Sign off will be reviewed during each Performance appraisal cycle – please initial clearly*