

**General Information**

- a) Two templates as discussed today input into an A4, week per opening diary
- b) Clarity of communication with efficiency of words
- c) Enables staff to quickly identify documents and timelines / dates
- d) It is your responsibility to keep up to date with the documents and sign off in diary
- e) Do documents also need to be emailed? (Group response = Yes)
- f) What other topics do you wish to see? (Non at meeting – feel free to email suggestions)
- g) Where will diary be? (Group consultation – with main automation diary)
- h) 15 minute meeting only – cycles Tues, Weds, Thurs, Fri

**New Policies, Procedures, Alerts or Reminders**

- i) See communication regarding SMS, morphology and stain preparation

**Rosters / Staffing / Recruitment**

- j) Leave has been submitted and next roster will be started soon. Those with excess leave who have not put in for leave – expect to be “rostered to leave” as per hospital policy. Steve will discuss with staff directly.
- k) More staff to be targeted for morphology sign off

**OH&S or Environmental issues**

- l) Concern raised about standing at Stago Max – cushion mat being investigated
  - a. (Concerns about edges and tripping)
- m) Raised at meeting – can we look at moving fire extinguisher between Haem and Biochem?

**Staff concerns or suggestions for future “group consultation”**

- n) Issued to be raised for investigation or support but not “resolved” at this meeting

**IT issues / Network Alerts / Trials / Projects**

- o) Northern work has started to come in. Workload concerns being raised to management on-going.
- p) Lots of flow arriving on weekend – RPMI needed for Tissues and CSF
- q) 50% increase in some immunology tests

**New Staff / Social Events / Congratulations / Conference applications**

- r) Peter extended into Elvira’s maternity leave
- s) Jorge extended into Maud’s maternity leave
- t) Mayumi in fixed term position to backfill LSL and other leaves
- u) Kristoffer in fixed term from 29/01/2019 for residual of Jessica, Peter, Jorge 36 weeks
- v) 3 new staff have been offered positions in the core lab – further information to follow.
- w) A next round of interviews for 3 staff will follow once these people are on-board
- x) Welcome to Mathew (Bursary student) after being in Biochem
- y) 2 masters students coming first part of the year 1 in Haem and 1 in Blood Bank

## **SMS, morphology and staining improvements**

- Automated staining of blood films has been increased until morning shutdown.
- A trial of staining and stain quality was completed at the end of 2018.
- Bone Marrow slides should not be stained overnight.
- New jugs and funnels have been sourced to make stain reconstitution easier.
- Please add
  - 990mls of Buffer to
  - 210mls of Giemsa stain in one jug
  - filter into another jug
- Coplin jars have been rationalised – please restock with the square ones with glass lids
- Measuring cylinders have been rationalised – please keep at reach height
- When washing glassware or plastic ware – please leave it filled with detergent, upright and visible in the washing tub.
- Any issues with stain quality or workflow please let the appropriate senior scientist know.
- A trial of pre-made reagents for malarial stains and iron stains will follow.
- Slides are NOT to be down-graded from STAT to routine any more.
- Daily checklist for morphology workflow-supervisor and morphology communications being worked on. See H:\shared\Haematology\MORPHOLOGY COMMUNICATIONS
- New mini-trays for Malaria slides – please use them and don't hide them away
- Slides sent to morphology to “check before phoning” MUST be in the MorpSTAT list or no one will know they are there and in the middle of the routine films.