

# Haem House Keeping and Admin

24/01/2019

## General Information

- a) Take extension 63016 with you when leaving lab or leave with CSP when going to toilet

## New Policies, Procedures, Alerts or Reminders

- b) New worksheet in Rosters and Forms folder "Plasma HB, FBE dilution, glucose, manual differential.xls and no glucose dilutions 1 in 5 to get below interference level
- c) Remisol HPHONE must have all fields completed including surname for traceability
- d) Reminder to then delete clotted samples from remisol once HPHONE transmitted
- e) All phoned results including IM screen need to appear in powerchart using a "PHONE"
- f) All PHONE tests to include what/why the call was made including full name of recipient.
- g) "Type-it-in" duplicate lists will begin to disappear from 04/02/2019. If it's not in HAEMLAB or Malaria Blasts then it won't be there in future – alert us now
- h) Please don't put the haem racks in the fridge with controls in them as the controls then take longer to warm to room temperature affecting results.
- i) Request from Dr Sue Morgan. If you are going to comment on blasts being present then please grade as rare, occasional, a small number of, numerous or annotate the blast% in the comment.
- j) Remisol list – to go down press F10, to go up press F9. This can be really handy when vetting Blood FilmASAP list
- k) HPHONE – F9 to expand PHONED, F3 to get to each field. New codes – see weekly communication 02
- l) TAT monitor – keep it running to find IM, G6PD, USD, ESR and malaria samples.
- m) Moving to a review queue for final release of factor assays – controlled document was emailed out
- n) ESR Pour offs – leave citrate in the ESR tube as per Dacy and Lewis edition 12

## Rosters / Staffing / Recruitment

- o) x

## OH&S or Environmental issues

- p) Workplace incidents are to be reported to manager within 24 hrs for followup

## Staff concerns or suggestions for future "group consultation"

- q) x

## IT issues / Network Alerts / Trials / Projects

- r) BB downtime checking process reviewed – please see Elvira or Teodora

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

- s) 1 core lab scientist starts 4<sup>th</sup> Feb and 2 on 18<sup>th</sup> Feb

Sign off via MTS

## Phoning results or specimen cancellations

- It is a laboratory requirement to record the full name of a phoning recipient for traceability.
- It was the outcome of a coroners investigation that phoning record **MUST** appear in power chart.
- Once the system is functioning correctly we can remove the duplicate paper phone log.

## “PHONE” codes and reporting into powerchart using ARE or BB Result Entry

- Codes are added via DOE - HPHONE, CPHONE, FPHONE and BBPHONE.
- Will appear in powerchart as “Phoned comment” now, not just comment (confusing for morph)
- Expandable comments are “PHONED”, “CAN”, “CLOT”, “CINS” and “INS” using “F9”
- “PHONED” F9 is to be used for calling actual results.
  - Jump between “\_” fields using F3
- “CAN” F9 is for cancelling samples.
  - Jump between “\_” fields using F3
- CLOT, CINS and INS are expandable within “CAN”
  - **CLOT – Clotted specimen**
  - **CINS – Certification insufficient**
  - **INS – Underfilled/insufficient specimen**

## Reporting “PHONED” through Remisol

- All fields must have a response – if anything is missing it won’t transmit
- If not alerting registrar/pathologist – delete these parameters
- Enter Full name, parameter, #1 into appropriate parameter fields
  - Then save
    - Then Thumbs up
      - If specimen clotted THEN delete WHOLE sample from remisol to avoid film comments or other results going out

## Reporting “PHONED” through ARE

- Enter through ARE and use comment box as above

## Reporting “PHONED” through BB Result entry

- Enter through BB Result entry
  - Drop down to “Phone Comment”
    - Go to yellow notepad/papperclip comment in toolbar
      - Select 2<sup>nd</sup> Tab ( Result Comment Entry )
        - Use comments as above