

General Information

- a) Reminder to record ALL absences on the common roster – not hidden in individual sectional diaries.
- b) All request for shift swaps etc should have a paper form in the request box. Emailing specific staff who may be on leave is not the best workflow. If you HAVE to email, send to haem.lab.managers email.
- c) Checking of result entry of blood bank controls – please check values are valid when entering into the spreadsheet
- d) New funnels have arrived (10minutes ago) for pouring methanol, stain etc into SMS bulk containers – thanks for the feedback and request.
- e) New labware washing instructions issued.

New Policies, Procedures, Alerts or Reminders

- f) Factor assay verification in pathnet now up and running – see instructions in email
- g) Andrew W has updated the daily duties log. The lines for “work outstanding” has been changed to Pending Inquiry and Review Queue.

Rosters / Staffing / Recruitment

- h) Just starting to work on the next roster rotation
- i) Targeted training for Sacy – Special Coagulation
- j) Targeted training for Teodora – Transfusion science
- k) Targeted training for most other staff – Vetting and morphology if not already done

OH&S or Environmental issues

l)

Staff concerns or suggestions for future “group consultation”

- m) New Cerner collect – internal ESR tubes not being labelled. Hand label or reprint label in the meantime. New ESR analysers are primary tube. Few weeks away.
- n) Error tubes on PAT for coag eg label didn't read. What shall we do? Looked like checked in and then lost. Found in Haem centrifuge. Return to PAT or centrifuge and leave indicator? Staff suggestions welcome.
- o) Accessing EMG car park on public holidays – still set to “Monday”?
- p) On-call roster for precious specimens is below roster – NOT for BB samples.

IT issues / Network Alerts / Trials / Projects

- q) Down time has moved from 14th Feb to 7th Feb. Roster changes will be communicated.

New Staff / Social Events / Congratulations / Conference applications

r)

Cleaning Glass and Stain Ware in General Haematology

- Labware is collected for final wash and drying in Microbiology by Teresa.
- The labware washer has NO detergent only rinsing capacity
- Our stain is contaminating other labware and our labware is returning with solid precipitate on it.

To reduce stain carry-over and contamination in plastic ware

- Labware wash basin is to be empty – floating precipitate is coating the outside of containers
- Labware is to be rinsed with methanol before being placed into the lab ware basin
 - Jugs – rinse with water then methanol spray bottle.
 - Wipe with gauze to remove precipitate if required
 - Add 6 squirts (6 x 7mls = 42mls = 2% as per instructions) detergent and fill with water.
 - Sit jug in labware basin and soak 1-24 hrs
 - Funnels – rinse in blue bucket using methanol then place inside filled jug above to soak.
- Teresa will empty detergent down the drain as she takes labware away

Coplin jars

- Rinse with water
 - Rinse with methanol spray bottle if required (stains)
 - Add 1 squirt of detergent and fill with water
 - Sit jug in labware basin and soak 1-24 hrs

SMS slide Baskets

- Soak in methanol 5-15 minutes if required
 - Rinse in water and then air dry

SMS staining Buckets

- Rinse with water
 - Spray with methanol
 - Rinse again
 - 1 squirt of detergent and fill with water and soak 1-24 hrs
 - Rinse with water and air dry

Measuring cylinders

- Rinse with water
 - Rinse with methanol spray bottle if required (stains)
 - Add 1 - 3 squirts of detergent depending on size and fill with water
 - Sit jug in labware basin and soak 1-24 hrs