

Haem House Keeping and Admin

12/02/2019

General Information

- a) Coag error tubes ie barcode misread. Reprint and relabel and return to PAT for processing for complete tracking and tracing.
- b) SMS turning itself off. Coulter investigating. Suggesting is to re-start and it takes "longer than expected".
- c) DXH line turning itself off. Turn off the line for 5 minutes then restart one by one.
- d) When booking in samples in blood bank different tubes on the one accession number can have different collection times.
- e) Identification and sample collection procedures are being updated on prompt. Our acceptability of samples has NOT changed. Only laboratory Haematologist can override a sample acceptability criteria for blood bank. This must be recorded against the sample with name of approving haematologist.

New Policies, Procedures, Alerts or Reminders

- f) Development of new morphology workflow and training of targeted staff underway
- g)

Rosters / Staffing / Recruitment

- h) New roster almost complete. Please advise of concerns ASAP.
- i) Development of morphology staff underway – targeted staff with previous experience or training
- j) Lynsey into flow partway through next roster – opportunity and organisational fit
- k) EOI for 0.2 Friday immunology until 01/07/2019 being considered

OH&S or Environmental issues

l)

Staff concerns or suggestions for future "group consultation"

m)

IT issues / Network Alerts / Trials / Projects

- n) Thanks to the staff who supported the downtime.

New Staff / Social Events / Congratulations / Conference applications

o)

Sign off via MTS

Morphology workflow and efficiencies

- Morphology workflow is a team effort requiring vigilance and active pursuit of missing films
- Front end staff AND morphology staff must be more engaged in monitoring worklists and TAT
- Samples are NOT to be downgraded from Urgent to routine.
 - This includes platelet clumps which have no indication of platelet number on them.
 - The faster you clear that film, the faster it archives and future delta checks take place.
- When vetting ONLY write a M on the film for morph required. IG, Haem etc no longer required
- Abnormals by results “should” end up in one of the priority lists.
- “IF” you can complete a film on aerospray then please do so eg plt clumps
- Expectation – Advanced staff 10 films per hour average when examining films (6 min a film)
- Expectation – Junior morphologist 6 films per hour average when examining films (10 min a film)

Introduction of the Morphology workflow staff member

- A staff member will be designated MW on the roster – morphology workflow from 18/02/2019
- This person is to check the daily checklist is being completed (release next week)
- This means either complete themselves or delegate with polite discussion/negotiation
- eg

Control-W and Scan into excel worksheet to cross reference
Scan routine films (F10) for things that should be in priorities and move to STAT/ASAP
Slide filing
DiffPad Stat films confirmed in tray 09:00
DiffPad ASAP films confirmed in tray 09:00
All films “Sample list” checked for date:time Last Run 09:00 and investigate delayed samples
Vet or Sort multiple accessions on same patient 09:00

- Ctrl-W is to be checked via scanning films into excel and printed as a record for lookback
- Putting films into numeric order is unnecessary and time consuming – please don’t.
- Vetting must be done from the films and not the list – this causes issues in morph later when misreads are assumed to be vetted from list.
- Red tray Urgent first, Yellow tray ASAP second, Blue trays routine last.
- Share the trays and work in order of priority to share the workload and complexity of films
- Malarias into cut-down tray please for ease of handling in film bay

Type it in re-work

- If it’s not on type it in, then it “shouldn’t” be used eg anisocytosis.
- If you have a request for missing text then please see Jocelyn or Steve.
- If you know the diagnosis then state it so the next scientist doesn’t have to search powerchart

Handy hint

- If a film wanders first time as “no records match for your criteria” then re-wand and manually type it into “remisol advance”. This could be a misread or off-line film that is required. These are the films that get filed and lost and “someone” has to hunt for them.