

**General Information**

- a) Minutes now sent out via MTS – this will also sign off reading. Previous ones Send out today. Please feed back any issues.
- b) Staff are asked to **self-manage and cover their meal breaks within each section**
  - a. 07:00 and 08:00 starts “should” have finished their lunch break by 1pm and
  - b. 09:00, 09:30 and 11:00 starts “should” have finished their lunch break by 2pm
  - c. Morphology shouldn't have to cover “all front end staff going on breaks at the same time” and vice versa
- c) Clarification of email from Grant June 2018.
  - a. Shut down **DXH1 & DXH2** around 06:00 and SMS around 06:30 so that they are coming back on line once the 07:00 staff member onboard
  - b. **Max** “should” be washed at 07:00 and **Maxine** “should” be washed after Max is back online and QC performed on old QC. Run new QC at 08:30 as below
  - c. New Coag QC is made at 08:00 so it is available for loading by 08:30
- d) Chemistry tubes have no cap type check on them on PAT. If a FBE sample is lost, look on PAT for the error “**wrong cap**”. This might mean the FBE and CHEM labels were swapped but the chem has been relabelled and the haem hasn't. Talk to a biochemist.

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

- e) FILM will now turn up on the TAT monitor. Once FILM has been signed off then Dr RQ films no longer need to be searched for multiple times. See CD\_HA\_0743\_Add-on morphology which also incorporates our 'Film' workflow.  
**It is very important to delete the 'DONE' line in remisol**
- f) CD\_HA\_0239\_FBE non blood.
  - a. **Haem samples** PBSC harvest - run neat.
  - b. Flow samples - still diluted with calculation
  - c. differential is not required for Haem or Flow samples.
- g) **Citrate-Platelet count** is now able to be ordered through cerner should you receive one.
  - a. Code is PLT CIT
- h) H:\shared\Haematology\ROSTERS and forms\ Plasma HB, FBE dilution, glucose, manual differential, film scan. **Scan slides, sort in order, print from second page and SAVE.**
  - a. This saves multiple sheets of paper printing and gives ready access to morphology bay that a slide was found without having to look for the ctrl-w printout.
- i) Please don't downgrade STAT films. When we set up a new system we need to see how it works to make it work or work better. If you circumvent the process, then we can't fix it. More than happy for you to observe and suggest a modification with reasoning.

**Rosters / Staffing / Recruitment**

- j) If doing “**switch user**” on a PC, please make sure someone doesn't have the roster open. The roster was recently locked for 2 days by a phantom user created by a switch.

**OH&S or Environmental issues**

- k) Reminder to use PPE when opening tubes and Sharps only in sharps bins

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

- l) New door locks from carpark and EMG – referred to Irma.

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

- m) Volunteers please by email to Jocelyn 17/03/19 to assist with Kleihauer/malaria staining
- n) If you want a day in morphology on double header with Steve. going over morph workflow, short cuts, IT systems or actual morph then please arrange a mutual time.

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

- o) Just a reminder that if you have tasks in your performance review such as “keep an eye out for conference or training course” then it is your responsibility to do so.
- p) Thank you to all staff who continue to trial and adapt systems to make them better