

General Information

- a) Minutes are now distributed via MTS. Reading of minutes is now signed off in MTS and a hardcopy is stored in the diary.

New Policies, Procedures, Alerts or Reminders

- b) HBA1c discarded – please remain alert
- Bypassed the automation track and was never checked in
 - Wasn't detected at DXH loading as HBA1c only
 - Went through remisol as unknown and not investigated
 - Filed in Haem as "not in lab alert" but still stored
- c) Outstanding Immunology list
- On A Sunday, a SMPROF, LSUB and CD4/8 requested. Only CD4/8 run and other tests not followed up. Was a ?lymphoma and needed further testing.
- d) Please don't cancel no-charge FBE's that are required for flow
- e) H-Drive documents may not be up to date as we are moving to fast-track. Also doesn't find hand amendments so please be careful referencing what could be out of date information on the H drive
- f) 7East has gone back home. Remisol rules reinstated. Please look for any weird patients or rule patterns that look wrong.
- g) Morphology workflow is to follow the lists in remisol. Many films do not make it to the urgent trays for many reasons. The lists will show you which films are missing, lost, filed away or stuck somewhere. Do not rely on just what turns up in the trays. Actively seek out the "late ones"
- h) Manual entry of results – where possible always have a second person verify manual entry of results eg MF Blood Bank Blood group interpretation.
- i) Discrepancy in product requires in blood bank, between e-order and blood bank notes need resolution to understand and clarify the discrepancy eg irradiated or not

Rosters / Staffing / Recruitment

- j) Annual leave requests for next roster as per email due 09/04/2019
- k) Call for staff who want training and hours at Sandringham lab

OH&S or Environmental issues

- l) Swipe access to EMG and William-Buckland referred to security and management
- m)

Staff concerns or suggestions for future "group consultation"

- n) x

IT issues / Network Alerts / Trials / Projects

- o) ESR interface delayed another 3 months at least

New Staff / Social Events / Congratulations / Conference applications

- p) Belated welcome to Sherly and Tian Shu – Masters students
- q) Farewell to Maud – going on Maternity leave today