**Minutes of Lab Meeting** 04/03/19

**Work Health and Safety**

Please ensure you wear personal protective equipment such as glasses, gloves and gowns in the appropriate areas of the lab.

A risk assessment of the i1000 has been performed and stored on the H drive.

New drains have been attached to the back of the i1000. Be careful not to stand on them.

**General**

No specimen reception staff all year. Being replaced with casual scientific shifts.

NATA is in August.

Please keep up to date with reading these minutes and the new SOPs folder.

Remember NOT to spin the 4 quaerferon gold tubes.

New lab build start March 15th with expected finish date June 13th.

**Biochemistry**

GTTs are now all being sent to the Alfred. The expected delivery date and gestational weeks is no longer entered at the day booking stage, if you ever need to do them again.

hsTNI & HCG. Think carefully before calibrating these. Calibration uses 12 tests. Calibrations should only be done when absolutely necessary. There should be more than 20 tests left on the kit. Level 1C cardiac marker has changed lot and reference range.

**Haematology**

FBE & coagulation correlations done today.

**Blood Bank**

No blood banking is being done 8am-3pm due to no specimen reception staff.

**Quality / Riskmans**

There have been two recent incidents 618579 & 612569 both involving EDTA contamination of the UE tube with low volume samples. High K and Low Ca++.

Be on the lookout for these.

**Updated Documents-**see folder for list of updated SOPs. When new documents are released I receive an email that I must forward to you. The online documents will be in fast track.

**Complaints**

Nil

**RCPA QAP Results**

Remember the morphology reports are on the H drive>Sandringham>RCPA morphology.