Haem House Keeping and Admin	**30/04/2019**

General Information

a) Slides are now being filed by in the green drawer behind a divider labelled with the corresponding Accession "Day" Number e.g 19-104

b) SMS is not happy if more than two racks are waiting in the input buffer area. Please do not load more than two at a time.

c) When the sample for HbH preps (as part of HBEP) are too old for staining they are to be resulted as '**test not done**' with a comment stating sample is too old (expand code 'OLDHBH'). Sue Morgan is discussing this issue with the northern.

New Policies, Procedures, Alerts or Reminders

d) Controlled documents on the H drive are no longer being updated. Fast track is replacing the folder system, when Fast track has been completed we will roll out how to print a document from fast track. In the mean time please refer to senior scientist to print out any logs or documents.

e) Clinical Guideline NOTIFICATION OF CRITICAL PATHOLOGY RESULTS available in prompt – please review

f) HAE_QUA_002_Aerospray Stock Control Worksheet – new! Please update worksheet when loading new reagent

g) HAE_QUA_001_Haematology Stock Management- new ! please read particularly Receiving deliveries, pre-acceptance process and QC

h) CD_HA_0060_Plasma Hb and Cold aggs – updated ** please remember to add the 'run at 37deg' comment **before** running samples that arrive in the thermos

i) CD_HA_0497_MCV Delta – lots of updates please review

j) CD_HA_0829_DXH control management and external QAP – now incorporates QAP please read

k) CD_HA_0748_General Haematology sendaways

NATA

a) Nata is coming soon for our on site accreditation

b) Training logs are being reviewed. Previous audit has found that there are a lot of incompleteness in our training logs. New white folder system. Coag logs are new due to new instrumentation. Other areas your most recent log will be reviewed with a senior and signed off.

c) Documents are being updated

Rosters / Staffing / Recruitment

l) See email about Queens birthday roster

m) New roster in draft form – please check and provide feedback by 1st May to be released by 8th May for 27th May

n) Steve on leave until 1st May

OH&S or Environmental issues

o)

Staff concerns or suggestions for future "group consultation"

p) Query about public holiday rostering – Steve will reply soon

IT issues / Network Alerts / Trials / Projects

q) New computer for DXH line delayed - expected 1st may

r) Haem proposal for FBE, SMS and automated morphology decided and now to be presented for sign off at Alfred Board Meeting

New Staff / Social Events / Congratulations / Conference applications

s) Happy arrival of Maud's baby boy