

Haem House Keeping and Admin

28/05/2019

General Information

- a) MTS is being utilised more and more. Staff are expected to log into MTS at least weekly to acknowledge minutes and complete training / competency modules as assigned.

New Policies, Procedures, Alerts or Reminders

- b) HAE_CER_001 Haematology PathNet – new document combining appbar set up, customisations and basic use of the haem apps

NATA

- a) Nata is coming soon for our onsite accreditation. All staff are to complete daily/weekly/monthly checklists as duties are performed
- b) Training logs are being reviewed. Everyone know has a white folder. Not only NATA requirement but a place where all your skills are logged so it is in everyones best interest to keep them updated.
- c) Haematology staining training log to be completed by all staff for signoff for the Aerospray
- d) Documents are being updated

Rosters / Staffing / Recruitment

- c) Mayumi will be staying with us until 05/01/2020 at this stage.
- d) Further recruitment underway to backfill Peter who leaves us in July to join the core lab.
- e) Locked out of the roster again for 2 days. Please make sure if you are switching user that the user profile you are locking isn't in the roster.

OH&S or Environmental issues

f)

Staff concerns or suggestions for future “group consultation”

- g) Query about public holiday rostering – Steve will reply soon. Document in draft.

IT issues / Network Alerts / Trials / Projects

h)

i)

New Staff / Social Events / Congratulations / Conference applications

- j) Maud little boy has a name - Lewis Anthony