

# Haem House Keeping and Admin

12/06/2019

## General Information

- a) NeoPTimal – please remember to mix vigorously after reconstitution and before loading. Two bottles recently observed to be very flocculent straight from the fridge.

## New Policies, Procedures, Alerts or Reminders

- b) Communication of critical results CD\_MA\_0188
- c) Please read the Stock Management procedure for haematology – Kit inserts must be kept for all deliveries (HAE\_QUA\_001 policies and procedures folder)
- d) MTS training. It all locks at July 1. Get your training done before then. If you haven't been trained in an area, then give it a go. Use it as a "fun" training exercise.
- e) Performance review emails. Seniors going to training next few weeks we'll let you know what we find out.
- f) ACQUIOS going live next week. Flow scientists first followed by everyone else. Training invites sent out

## NATA

- a) Haematology staining training log – please see Jocelyn if you haven't completed this

## Rosters / Staffing / Recruitment

- g) Additional shifts posted via email – roster update to follow ASAP

## OH&S or Environmental issues

- h) Reminder to use PPE and not consume food or drink in the lab

## Staff concerns or suggestions for future "group consultation"

- i) CD\_HA\_0758\_Public Holiday Roster Guidelines V1.2
  - a. Public holidays in Haematology will be staffed using a roster system with leave requests, volunteer shifts and a random draw.
  - b. A scientist allocated as a default has the first option to work the shift and must indicate to management that they wish to have leave on this day by leave application form in advance.
  - c. Where two or more rostered staff are available as default for a shift then the default group will be invited to volunteer in the first instance. eg Monday 1000-2000
  - d. If a person has requested leave on this day then volunteers will be called for by email direct to [haem.lab.managers@alfred.org.au](mailto:haem.lab.managers@alfred.org.au)
  - e. In the first instance management will allocate shifts to accommodate as many people as possible taking into consideration total hours worked in the pay period, any adjoining weekends and previous rosters.
  - f. If there are no volunteers for a shift then all available staff capable of working that shift or roster will be utilised in a staff draw.
  - g. Shifts of 8 hours or longer can be split in consultation with management.
  - h. The proposed roster will be generated in advance of the public holiday.
  - i. The roster will be completed and confirmed in line with the EBA notification time period of two weeks or earlier if possible

## IT issues / Network Alerts / Trials / Projects

- j) ITS Highly advise against saving ANY files to the desktop

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

- k) Core staff – Amber (other Amber), Enisia and Peter
- l) New bursary x 2 end of July
- m) Masters students leave end of next week. Lunch being planned