

General Information

- a) Pipette SH4 missing – has anyone seen it or knows what happened to it?
- b) DXH controls, please remember to review controls after running it records the scientist responsible and acts as a prompt for staff if the QC has failed to run. We have had occasions recently where the drift was not run on one of the DXHs for over 10hrs and no Retic controls run at all.
- c) Coagulation racks with phantom samples – please give rack to Steve or Andrew with an aliquot tube in the position it is “phantom reading”.

New Policies, Procedures, Alerts or Reminders

- d) FBENB samples sent to haematology must be run neat (this includes BM collections for stem cells) unless over the linearity of the analysers. If a % HCT is requested this should be from a neat sample or the dilution must be taken into account.
- e) If you encounter a message telling you ‘This accession container is already in storage’ when using storage tracker please investigate. We have had numerous issues with eTQC including mislabelled samples. Please refer to Jocelyn with any that need following up.
- f) Blood film workflow and checklist is now control doc, please use the correct document for your checklists. (HAE_DXH_1 and 2)
- g) Please ensure you do not action messages for samples run at Sandy – we had a first time Hb of 58 that did not get a blood film as the message was actioned by Alfred staff, ensure your message tab in Remisol is set to ‘Alfred Only’
- h) First time in abnormal Coag – please remember to check first time abnormal. Recent external lab error which swayed out thinking on first time abnormal at the Alfred which turned out to be a sampling issue on Stago Max.
- i) Please have 4 bottles of made-up neoPTimal available each morning in the fridge so night shift isn’t making up neoPTimal on their shift. (Hope this is enough)
- j) Please have a second bottle of “OK” buffer available on board so the bottle can transition mid testing. Also consider 2nd Fib and TCT eg cuvette error x many then have to load more reagents
- k) Check for special Coag QC and stability before making up eg 3 x Apix controls made
- l) Workflow for films to be observed 24/7. Baby and neutropenia found not progressed but “film found”. One still on SMS. One no printout – “confirm on film and phone” comment
- m) Reminder OOH to add “ICT” expandable comment to negative ICT results for malaria
- n) Please remember to store AQUIOS Antibody upright in fridge in foam holder when removing.

Rosters / Staffing / Recruitment

- o) You may have seen a few people “doing performance reviews”. This is part of the change -over of systems pre accreditation – True performance reviews will kick off from Sep 2019

OH&S or Environmental issues

- p) Leaking tap raised

Staff concerns or suggestions for future “group consultation”

- q) x

IT issues / Network Alerts / Trials / Projects

- r) Planned outage 01:00 on 01/08/2019

New Staff / Social Events / Congratulations / Conference applications

- s) Dan Luo has successfully gained the 3 year position in Flow Cytometry.
- t) Ellouise has been extended til Nov 2020
- u) Kristoffer has been extend til July 2020
- v) Tayla Bickerton has joined us full time until Nov 2019 then part time June 2020
- w) Tayla expected on rotation Nov 2019 and Mayumi Dec 2019
- x) Multiple staffing challenges in next few weeks as a flow on effect
- y) Core staff start contributing to O/N roster on 05/08/2019 – Discussions on-going