

General Information

- a) Please check lot numbers of reagents before you top up the fridge from the walk in store- recently 2 lots of fibrinogen started.
- b) On a Friday night/ weekend please check reagents on Maxine to see if they can be utilised on Max before expiry-i.e. conservation of reagents
- c) Taxi tickets and parking cards must be signed out when **removed** for auditing processes.
- d) Please do a riskman for any WBITs or mismatches that you find. Leave documentation on seniors desk. If already verified put as mismatch and delete from remisol. If picked up prior to running cancel as appropriate.

New Policies, Procedures, Alerts or Reminders

- e) Hb <1g/L has been built by IT, Reporting of FBE NB has been updated to reflect this. ONLY use this if the sample has been run NEAT. Refer to CD_HA_0239_FBE non blood procedure. Please see Jocelyn if you have any questions.
- f) Add on retics – please refer to CD_HA_0183_Specimen Receipt and Handling “Where the FBE has already been run but results (i.e. morphology) are outstanding, the RT must be run as a primer using open mode”
- g) Provisional platelet counts should not be given out. The process is to review a film urgently to confirm the count. Consider someone who starts chemo therapy treatment and the platelet count is then confirmed as less that protocol allows for treatment to start. If you encounter any “demands” to give out a provisional count, please record staff name, accession number and provide to Jocelyn or Steve.
- h) Multiple bottles of NeoPTimal being discovered with no fleas in them. Causing QC errors. Please remember to check/put stir bar in when loading reagent.
- i) Lung transplant patients collected off-site at Melb Path – collector information and declaration on Melb Path form not Alfred path slip.
- j) Vetting – who can? Who has been shown or still needs to be? Sign off?
- k) Document: CD_HA_0762, STAR MAX Analyser Internal QC, External QAP and Calibration Procedures- updated to include analyser serial numbers and identifiers.
- l) Please save the excel spreadsheet of scanned films in the morning – this is a useful return to when hunting for “lost” slides.

Rosters / Staffing / Recruitment

- m) Please continue to check your roster and kronos and alert us to any issues as soon as possible. If you do find an issue please come and see either Steve or Wendy in the first instance- We will do our best to deal with any concerns.
- n) First 3 core staff has started overnight. Feedback so far is positive – has reduced stress over work load. For continued monitoring. Communication is the key.

OH&S or Environmental issues

- o) Staff should not be eating or drinking in the laboratory including medical staff.

Staff concerns or suggestions for future “group consultation”

- p)

IT issues / Network Alerts / Trials / Projects

- q)

New Staff / Social Events / Congratulations / Conference applications

- r) Peter and Jocelyn going to morphology workshop this week
- s) Peter has supplied RCPA morphology folder – on the H drive as per previous email.
- t) Many thanks to all staff for the hard work in preparation for the NATA accreditation. Haematology was commended for continuing improvement from the last NATA.
- u) Thank you to all those staff who in the past 2 weeks have worked extra hard due to the record amount of staff illness (37 shifts)