

General Information

- a) Hospital accreditation is due next week. Blood bank will be visited.

New Policies, Procedures, Alerts or Reminders

- b) The AQUIOS is being run General Haematology as of Monday 16/09/19. This will allow the haematology staff more exposure and confidence with troubleshooting OOHs with supervision from Flow. Monday to Friday a staff member will be designated an 'A' on the roster to indicate they will be responsible for the AQUIOS for that day. The duties will continue to be shared over the weekend.
- c) In an effort to improve prioritisation of neutrophil counts to be phoned the Remisol rules will make any patient with a 'phone' in their comments a Stat film. Please assist morphology by printing paperwork for Neutrophils that **require confirmation** before phoning and helping to prioritise the film by taking it to morphology with the paperwork. Remember there are situations that a provisional count can be phoned to the clinical team, See the Neutrophil Workflow to help guide you.
- d) QC and reagent logs in QC manual bench have been updated to independent control docs like the IM Kit –Individual documents will be updated to reflect this in the next couple of weeks.
- e) Reminder for staff to enter their O/T directly into their time card as per Kronos MTS training
- f) Reminder for all staff to complete MTS assignments as appropriate. Completion rates will feature in future performance reviews. Any issues – See Steve.
- g) Reminder for all staff to use the malaria/blast tab in type it in as a template to describe malaria/new leukaemia films.
- h) Clarification of previous minutes. Please describe % blasts in films as rare, occasional or count and include % blasts in the comment. As per Dr Sue Morgan.
- i) Please pay particular attention to Patient Product Requirements in transfusion – see "Blood Bank Comments". Multiple issues recently. We are investigating contributing factors but all staff are reminded to be vigilant AND select the right products

Rosters / Staffing / Recruitment

- j) Email from Joe about Rosters. Several mini groups have met in Haem to discuss. Please see Steve to arrange a time to go over the proposal if required.
- k) Roster until end Feb 2020 being compiled under current configuration. Currently in draft – please start looking for errors. Not all leave can be approved at this point in time. Some staff have been spoken with already – some discussions are still pending.
- l) Emails sent about excess leave and ADO's

OH&S or Environmental issues

- m) flammable stores - there is a dedicated pathway and trolley/ spill kit (kept in AP) , see Wendy or Jocelyn
- n) Be prepared – please know the location of MSDS and spill kits for all areas. **Haem/Coag/BB above ESR's, Flow in Cupboard, Immuno on shelf.**

Staff concerns or suggestions for future "group consultation"

- o) If there are perceived issues with a staff members' performance this is NOT to be discussed with other staff in the laboratory. Any concerns must ONLY be brought to the attention of the appropriate senior scientist.

IT issues / Network Alerts / Trials / Projects

- p) ESR interface expected in November
- q) Cool centrifuge trial protocol tonight

New Staff / Social Events / Congratulations / Conference applications

- r) x