

General Information

- a) eHub leave request – we expect there to be some frustrations with the new procedure so please bear with us while we all get used to the system.
 - a. Please give us as much notice as possible for planned leave and remember to take your excess ADO's before annual leave which means you might have to submit 2 x leave requests – if so, comment 1 of 2 etc
 - b. Clearer eHub leave instructions will follow once our testing is finished
- b) Please ensure you are familiar with and are following CD_HA_Procedure for processing a sample not in lab. We are having intermittent issues with doctor ordered films in Remisol. Please delete the Remisol request BEFORE logging in the specimen (see email from Jocelyn for explanation). Please let Jocelyn know if we have any more of these samples.
- c) When Logging-in ALL specimens please check:
The computer collection must be completed by the collector and in "Container Inquiry". A valid collection must have a time and electronic signature against:
 - > PPDI – Positive Patient ID
 - > PAID – Positive Accession ID
- d) We are submitting riskmans for duplicate Accession samples – refer samples to Jocelyn.
- e) A reminder that samples in the Error rack MUST be given to CSP for processing. If a sample is particularly urgent please tell the staff member. If you log a specimen in that hasn't had the collection process completed correctly you are completing the collection process and we have no collection information for that sample- this may be contributing to the above issues.

New Policies, Procedures, Alerts or Reminders

- f) Lots of case studies going through MTS. Please suggest more cases esp BB and Haem
- g)

Rosters / Staffing / Recruitment

- h) Grade 3 Haematology – Congratulations to Jocelyn
- i) Grade 1 Maternity – Congratulations to Mayumi
- j) Grade 2 in process – see Impact statement. Recruitment currently on hold.
- k) Permanent Grade 1 advert Haem advertised soon.
- l) Grade 1 Haem Core lab currently being advertised.
- m) Please be considerate of other internal applicants if discussing this in the lab.

OH&S or Environmental issues

- n) There are plans to move the current HAZ MAT container to a "temporary" site which is more OH&S compliant. This is a secure area located in the old finance building that requires swipe access. For haematology staff to be able to access I require all staff to add their number located on the back of your ID bench on the list found
H:\shared\Haematology\ROSTERS and forms\Flammable stores ID numbers 27-11-2019.xlsx

Staff concerns or suggestions for future "group consultation"

- o) ?

IT issues / Network Alerts / Trials / Projects

- p) 6 labels coming for PLTAGG samples and Citrate NTR's will no longer "spin" on the track

New Staff / Social Events / Congratulations / Conference applications

- q) Lunch next week and afternoon tea for Kelly B's last day and Jocelyn sitting her oral fellowship exam
- r) Thanks again for staff being flexible in covering shifts due to short notice leave.
- s)