

General Information

- a) Please remember to turn of QC on the vesmatic once the QC has accepted for the day
- b) When phoning results, if you also consult with a Haematologist regarding an abnormal result then please document that in the CPHONE/HPHONE/BBPHONE as well. This is your record the conversation took place and what the advice was.
- c) 2nd Immunocap about to go live but Haem tender still underway
- d) Planning for replacement of compressors for BB cool room underway and ongoing
- e) Trial of new diary hasn't really worked – will revert to original style diary. Please record your name against any messages for ease of follow-up.

New Policies, Procedures, Alerts or Reminders

- f) A review of the short INR and NOVO7 process has shown there were some holes in the system and conflicting advice.
 - a. We have created a new code for known NOVO7 and low INR results – “INRN7”
 - b. **Note short INR consistent with recombinant activated Factor VII (Novo 7) therapy.**
 - c. Please put this on all known NOVO7 patients. “NCD” still applies.
- g) Interim Coagulation centrifuge – brake deceleration to 0 for PLT-AGGs

Rosters / Staffing / Recruitment

- h) Currently doing interviews for grade 1 maternity leave, grade 2 “special coagulation “ and Grade 3 in automated haematology.
- i) Refer to excel roster for staff designated into General Haem or Coagulation “senior” roles on daily basis. Please refer to these people for advice in the first instance.
- j) Finalising as much of roster as possible today.
- k) Please enrol in eHub leave training – **if you don't supply information you will not be paid**

OH&S or Environmental issues

- l) Wash station at Blood bank entry now had adjustable water temperature
- m) Safety shower on extendable lead will be installed in the near future

Staff concerns or suggestions for future “group consultation”

- n) Recent suggestion to send out case studies or interesting patients to staff as they come up. **Would MTS be an acceptable way of doing this?** Eg screen shots, de-identified if necessary, and an explanation.
 - a. If you see any interesting cases then drop a message in the leave box or email or post it note on door with UR or Accession number and issue.

IT issues / Network Alerts / Trials / Projects

- o) The blood film extract has been modified to extract more parameters, the reason you have sent a film to the paths AND the film comment. You can now call back any time period and review the films you have sent to the paths for comment and see what they said. See Steve if you need training on how to do the extract.

New Staff / Social Events / Congratulations / Conference applications

- p) Lynsey and Heather will be attending immunology conference in Melbourne 25/11/19
- q) Gosia currently at KOT for NAVIOS
- r) Steve on AIMS committee for 2020 conference – feel free to suggest topics of interest for ANY discipline.
- s) Congratulations to Heather, Ella and Fotini for their long service to the Alfred
- t) 4th December combined lab lunch sponsored by laboratory management
- u) Kris Kringle 19th December 15:30 plus tea