

General Information

a) Methanol now a standing order - Arrives Mondays

New Policies, Procedures, Alerts or Reminders

- b) ICT reporting – please use the expandable comments to provide traceability of the pattern observed (see CD_HA_0343)
- c) Competencies have started for 2020 – please review the minimum requirements (CD_HA_0812) we are open to suggestions for improvements!
- d) Blood film Workflow is a 24/7 expectation and applies to all staff on all shifts – see email previously sent. New MTS training document on its way and currently being reviewed
- e) New APTT change over in the next month – validation almost complete. Looks good.
- f) Sign off for eHub requests is now BY 9am Monday of pay period sign off – please eHub your leave forms etc before 08:30 Monday to meet this deadline
- g) Anti-Xa able to be tested up to 4 hrs after collection now. Method to be updated soon.
- h) New morph trays – Red = Red old red, Green = old yellow. 3 of each plus spares

Rosters / Staffing / Recruitment

- i) New version of additional annual leave forms to fill out. Please don't supply old ones.
- j) Lab-wide-roster conversations are going to begin again
- k) Please provide roster swaps etc which still require manual forms with adequate notice. The silver box is not cleared daily eg Thursday notice for a Monday change – tell a managing scientist. Please don't just drop it in the box.

OH&S or Environmental issues

l) Duress buttons being repaired in BB

Staff concerns or suggestions for future “group consultation”

m) Fair-work hearing grade 3 – see email from union. Consultation underway. Be involved if you wish to

IT issues / Network Alerts / Trials / Projects

n) New Test code “LPhone” coming to record internally conversations with pathologists. Will not upload to power-chart.

New Staff / Social Events / Congratulations / Conference applications

- o) New Regs: Jessie Zhao, Daniel North, Radha Ramanan, Joanne Tan have all joined the haematology team please make them feel welcome. All built as expandable comments (JZ, DN, RR, JT)
- p) Mayumi extended to April 2021 – Lyn, the Immuno 0.5 and Gaby LSL backfill
- q) Tayla Bickerton extended until Nov 2020 – Kelly B backfill
- r) Peter returning to Haematology department – Dan L backfill
- s) Marc Hardy has joined core lab – in Blood Bank
- t) Chewe Chifuntwe has joined core lab – in Chemistry
- u) Carmela Hermo joining core scientists in March into Haem – replaces Peter
- v) Ashlee Smallwood joining Haem 24/02 until 05/07 – replaces Tayla/Emma/Vaahini. General Haem only – not expected to rotate into BB.
- w) Joseph Rigano arrives 24/02 – Coagulation scientist
- x) April is going off to do some study between March and December – backfilling soon
- y) EOI for immunology 0.5 for 12 months see email.
- z) Jim Lightbody fund available for Grade 1&2 scientists – further information to follow.

Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS