

General Information

- a) The COVID 19 **segregation roster** starts next Monday May 11th at 08:00.
- b) Steve, Andrew and Joe will start at 07:30 to facilitate the **Monday 11th hand over**.
- c) The first rotation is set for 6 week with a **review at week 4** to see if we revert back on 22nd June or continue on.
- d) This **decision will be made by** pathology management and/or the hospital executive
- e) Hours, allowances etc have been maintained in the roster – if you have any **payroll issues** then alert haem.lab.managers@alfred.org.au ASAP so these can be resolved.
- f) The **Haem diary** has been updated to be more structured. (Rosters&Forms-Haem Diary)
- g) Each section – BB, Haem, Coag, Flow, Immunology, Morphology will have a **COVID hand over form** to provide communication between shifts. Please indicate the date, section and time of hand over. Put N/A under any heading that requires no action so the following person knows the form has been completed (Rosters&Forms-Haem Diary tab2)
- h) Please make **messages** as clear as possible, concise and non-emotive.
- i) Andrew and Penny are on **tag-team-on-call for technical support in BB** 8pm til 8am
- j) **If any shift is unable to be covered** then refer to the most senior managing scientist on duty to handle or call Steve immediately this is known. (63266 diverts to mobile).
- k) If a solo 2130-0630 staff member is unable to attend work, the 0630-0800 will be made up with an **early start in BB and Haem from the day staff if required**.
- l) eHub and Kronos are being monitored for **awaiting evidence and unpaid leave**. Any unresolved awaiting evidence will eventually be input for you as leave without certificate.
- m) Core staff will be required to **assist Chem take a break on nights** if trained in the area.

New Policies, Procedures, Alerts or Reminders

- n) **“MCOAG”** test has been created to collect 4 x citrate to go to the track, not spin, come to coag for processing and storage or testing. Refer them all to a managing scientist immediately upon receipt. This test will only be requested under direction from pathology on a case by case basis. IT will appear on TAT. Process and store in MCOAG freezer rack or test. Result the MCOAG as “YES”. (Extra tubes for Coag or PLT aggs)
- o) **Top up NeoPTmal** to 4 bottles in the morning and TCT to 3 bottles **in the morning**. Then there should be no need to make more bottles which takes time and consumables.
- p) **Coag QC should be loaded after 8am** daily to ensure time expires hit day shift.
- q) **Pipette water in Coag by forward mode** and try not to contaminate the bottle with tips.

Rosters / Staffing / Recruitment

- r) Please observe your **allocated stations** to maintain distance.

OH&S or Environmental issues

- s) Please maintain your **physical distancing** as much as possible and hand over a clean work station to the staff member following you – please clean smears off eye pieces
- t) **Glen Buckle room** has been reserved for “overflow” during tea and lunch times.
- u) Please complete the **pathology wellness symptoms form** if not screen on entry

Staff concerns or suggestions for future “group consultation”

- v) x

IT issues / Network Alerts / Trials / Projects

- w) **Gahaematol2** “R3dbl00d” should work on every computer to log in with a nice clean screen.
- x) Remisol advance may need gahaematol “redblood” to still work if on windows 7 ie closest to grade 3 desk
- y) **Gahaematol is going to be deactivated** so it is in your best interests to make sure you can use gahaematol2

New Staff / Social Events / Congratulations / Conference applications

- z) **Trent and Dionis** will leave us on Friday 22nd May – we thank them for their contributions.