

General Information

- a) **ALL SAMPLES MUST BE STORAGE TRACKED** – I have removed the red rack from the storage area. See message and email regarding tracking.
- b) The COVID 19 **segregation roster** starts again during 10/07/2020 ~ 13/07/2020
- c) This **decision will be made by** pathology management and/or the hospital executive
- d) 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.
- e) Each section – BB, Haem, Coag, Flow, Immunology, Morphology will have a **COVID hand over form** to provide communication between shifts / Days.
- f) 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).
- g) **Currently there are ADO** hours in the last 4 weeks of the 4 on 4 off roster. These will be converted to study leave as your training documents are signed off for the new Haematology and Morphology MTS (15 modules being created next week)
- h) **<min INR** on NOVO7 report as <0.4 INR, <5PT and “INRN7”. Hand amendment in manual
- i) Please **crush the DXH bladders** before putting in the rubbish bins

New Policies, Procedures, Alerts or Reminders

- j) New curves for F8, F9, F11, F12 almost ready to be implemented. ~ 20 July. Please catch up with Joe / Steve beforehand but MTS will be created also.

Rosters / Staffing / Recruitment

- k) Please observe your **allocated stations** to maintain distance and segregation
- l) **Wendy on extended leave please send ALL Roster and Payroll queries to** haem.lab.managers@alfred.org.au

OH&S or Environmental issues

- m) **Another 288 COVID19 cases overnight** - 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
- n) **Glen Buckle room** has been reserved for “overflow” during tea and lunch times.
- o) Please complete the **pathology wellness symptoms form** if not screened on entry
- p) **Masks** have been made available – see Haem diary with instructions.
- q) **Safety goggles** have been collated in the spare safety goggles filing cabinet by morph

Staff concerns or suggestions for future “group consultation”

- r) x

IT issues / Network Alerts / Trials / Projects

- s) **Gahaematol2** “R3dbl00d2” should work on every computer to log in with a nice clean screen. **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

- t) **Gaby retires 20/07/2020** – social event to be arranged post COVID lockdown
- u) **Wendy** - part time from 27/07/2020. Transition to retirement.
- v) **Grade 4** – currently advertising
- w) **Grade 1/2** – Kristoffer extended until late Nov and Tayla extend until early Jan
- x) **Elvira is back** – part time
- y)