

**General Information**

- a) DXH#2 disappears tomorrow, DX#1 and SMS relocate and then DXH#3 relocates.
- b) Space is going to be a premium whilst we shuffle – please be extra tolerant and aware of movement hazards.
- c) The Sysmex track arrives NEXT Tuesday 6<sup>th</sup> October and will take about 2 weeks to commission ready for validation
- d) Requests for Anti-Xa on apix, riva or dabi should have an apix or riva level done or a phone call to confirm dabi which is actually an anti-thrombin
- e) Please shutdown XN-1000 every evening and run QC at least once daily.
- f) XN-1000. Please take some time to “play” with the XN-1000. Lots can be covered in even a 15 minute time slot.
- g) Performance reviews. All 2019-2020 performance reviews should be finished and goals for 2020-2021 set by the end of September. Please update your “Participate in QAP” goal to “Participate in QAP and submitted adequate proficiencies for the QAP calendar”

**New Policies, Procedures, Alerts or Reminders**

- h) NR-INR/APTT/TCT tests will be arriving in the work flow.
- i) If NR-INR comes with POC-INR please consult with a senior.
- j) -80 freezer in hallway requires temperature recording daily.
- k) IM kit – please add 25ul plasma – disettes have been removed from the kit
- l) ESR's > 140 go to review queue
- m) Please remember to release ESR QC daily via ARE and QC20222 and QC20221

**Rosters / Staffing / Recruitment**

- n) Please observe your **allocated stations** to maintain distance and segregation
- o) Wendy on extended leave please send ALL Roster and Payroll queries to [haem.lab.managers@alfred.org.au](mailto:haem.lab.managers@alfred.org.au)

**OH&S or Environmental issues**

- p) 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
- q) **Glen Buckle room** has been reserved for “overflow” during tea and lunch times.
- r) Please complete the **pathology wellness symptoms form** if not screened on entry
- s) **Masks** have been made available.
- t) **Safety goggles** have been collated in the spare safety goggles filing cabinet by morph.
- u) **Clean up all spills** before and after working on the laboratory balance.

**Staff concerns or suggestions for future “group consultation”**

- v) x

**IT issues / Network Alerts / Trials / Projects**

- w) Dabi has been removed from the Anti-Xa search list
- x) Riva and Apix have been added to the Anti-Xa search

**New Staff / Social Events / Congratulations / Conference applications**

- y) Simone Taylor as resigned – effective around 23<sup>rd</sup> October
- z) Katie Barton has resigned – effective around 23<sup>rd</sup> October
- aa) Current adverts out for Haem backfill and Core backfill