

**General Information**

- a) Kronos is undergoing an upgrade, see internal communications for links and details

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

- b) Please remember it is essential that you read PPI these contain relevant and important information relating to your patient and must be treated as part of transfusion safely.
- c) Continue to document why units are discarded in bloodnet under the comments section – the more detail the better (wards, times, reason ect)
- d) Consider reagent expiry when moving reagents between Max/Maxine and adjust accordingly.
- e) INR QC must be performed daily on both Max and Maxine.
- f) APTT dead volume is now 3mL – reminder to repeat abnormal results and notify a senior of any significant changes.
- g) Always look back when making significant film interpretation.
- h) Haematology proficiency responses have gone digital. Please see Jocelyn, Vaahini or Steve if you have any questions
- i) Remember duties logs for ALL areas must be checked and signed daily. Gaps are appearing again and a reminder this includes the Aquios log.
- j) Patients with nRBC should not be vetted. Please check the blood film to confirm the WCC.
- k) First presentation of cold agglutinins has been added referral films document.

**Rosters / Staffing / Recruitment**

- l) Feedback to Steve, haem.lab.managers or kronos box regarding roster and performance reviews ASAP
- m) The COVID roster helps to provide physical distancing as well as continuity of services as our numbers are spread over a larger portion of the day, if you are rostered to a particular area it is expected that those duties are covered. Flexibility may be considered in agreement with fellow staff or consolation with senior scientists.

**OH&S or Environmental issues**

- n) Flammable stores has been connected to testo, please check the temperature is below 30deg before heading down.
- o) New Emergency number will be 22 22 starting 20<sup>th</sup> October

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

- p)

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

- q) Waiting for serves for Haem, digital morphology and Coag projects
- r) Script testing for ISBT is underway. Thanks to Elvira, Penny and Teo.

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

- s)

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