Haem House Keeping and Admin	**14/10/2019**

General Information
a) None

New Policies, Procedures, Alerts or Reminders
b) Extended CLIX workflow is live in PathNet and the regs are creating a workflow for reporting. Please refer to Jocelyns email from today
c) Please ensure you are familiar with the SOP for OOH flow (CD_HA_0289). Remember to run an outstanding worklist before contacting the flow on-call.
d) The Anti-Xa Assay method (CD_HA_0126) has been updated for lipaemic samples, please review.

Rosters / Staffing / Recruitment
e) Return to 'normal' roster 26th Oct 2020 with COVID modifications for 12 weeks. These changes are short term only and to help facilitate physical distancing and cover potential staff absences.
f) Draft roster under construction up until 3/01/2021 please review and notify haem.lab.managers@alfred.org.au of any issues ASAP.
g) Please all double check all your approved leave is on roster in orange and requested on roster in yellow.
h) On-call will be rostered (mostly) weekly moving forward. Please notify any swaps via the shift swap forms.
i) Recruitment underway for Haem and Core.
j) If completing the Covid self assessment form and testing required, please notify section senior scientist. Recommendation is to have testing done at the Alfred to expedite results.

OH&S or Environmental issues
k) New Emergency number will be 22 22 starting 20th October. 88 will still be functional if you don't remember.
l) Please continue to practice social distancing and remember the QR code to record use of the tearoom.

Staff concerns or suggestions for future "group consultation"
m) None

IT issues / Network Alerts / Trials / Projects
n) Waiting for servers for Haem, digital morphology and Coag projects
o) Script testing for ISBT is underway. Thanks to Elvira, Penny and Teo.

New Staff / Social Events / Congratulations / Conference applications
p) No new staff, No social events, No other points. Depressing

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