

# Haem House Keeping and Admin

22/10/2019

## General Information

a) x

## New Policies, Procedures, Alerts or Reminders

- b) Reminder to check ESR minicube pending inquiry list for any outstanding ESR. ESR >140 sits in review queue until validated. You can modify your default RQ so multiple queues appear when you open the app (ie haem man and factors) – see Jocelyn if you need any help.
- c) Please remember to file your completed films by Acc no at the end of your shift.
- d) Any test that is performed prior to signing off training logs need to be supervised by an experienced scientist.

## Rosters / Staffing / Recruitment

- e) Covid roster is coming to an end Sunday 25<sup>th</sup> – Xmas and NY are under construction please check and feed back to [haem.lab.managers@alfred.org.au](mailto:haem.lab.managers@alfred.org.au) ASAP
- f) Wendy will be returning 4<sup>th</sup> Jan 2021
- g) Recruitments underway for multiple positions.

## OH&S or Environmental issues

- h) New Emergency number 22 22 as of 20<sup>th</sup> October. 88 will still be functional if you don't remember. Please bring any signage or documents that need updating to the attention of a senior scientist.
- i) 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”

j) x

## IT issues / Network Alerts / Trials / Projects

- k) UAT testing starting next week on the ISBT project pending cerner 'fixes'

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

- l) Peter Tin has resigned – effective from 20<sup>th</sup> November

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