

General Information

- a) X

New Policies, Procedures, Alerts or Reminders

- b) When printing any outstanding worklists please ensure you are checking 'ALL'.
c) Check your duties list, if you are covering an area for the day it is your responsibility to ensure tasks are completed and signed on the respective duty lists.
d) Please remember to release ESR QC daily via ARE and QC20222 and QC20221. When the QC is outside the RR please remember to reject the QC with a comment and verify the run in ARE.
e) The 11-1930 duties will be allocated to a staff on the day. It will be on the roster.

Rosters / Staffing / Recruitment

- f) Jorge, Mayumi, Taylor and Kris continued employment
g) As we are returning to 'COVID normal' there are more people in the lab, if you are not busy please see Vaahini, Jocelyn or Steve for tasks.
h) Morphology workflow to be reinstated on the roster (MW) and Aquios (A)
i) Xmas and NY roster are under construction please check and feed back to haem.lab.managers@alfred.org.au ASAP
j) Core weekend shift:
-Between 7-9am help BB then Return to Haem
-If a 7am scientist calls in sick, cover the 7am duties
-Cover where needed i.e. workload / breaks

OH&S or Environmental issues

- k) New Emergency number 22 22 as of 20th 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.
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) x

IT issues / Network Alerts / Trials / Projects

- n) UAT testing for ISBT 128 has been delayed. Shift changes have been notified but there may be additional changes to come.

New Staff / Social Events / Congratulations / Conference applications

- o) 2 new staff members to be joining us – names to be announced shortly