

**General Information**

- a) Please make sure there are enough reagent and consumables stocked up for out of hours.
- b) We are still making a total of 5 bottles of NEO and 3 bottles of TCT in the morning. Remember it is a total of 5, so if you have 3 NEO already in the fridge just make up 2.
- c) Remember when checking pending list to scroll down and look for any samples that is not in lab but storage tracked.
- d) Vision Hema is here. Please make SP50 slides if you have any interesting cases and give it to Steve or Jocelyn
- e) Please remember to put in the diary and on the roster if any one calls in Sick.
- f) Please read the diary in the morning and action anything that requires actioning.
- g) Slide label printer (printer 60) is still not working. IT is looking for a replacement. Until then we will have to label slides by hand.
- h) Please do a three form ID check before relabelling or aliquotting a sample

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

- i) Anti-CD47 trial (Magrolimab) dosing starting next week. Currently there will be 3 patients and expect 2 more the following week. There is a procedure in place. Please familiarise yourself with the process. Expect a blood film on these patients and you may see haemolysis picture on the film.

**Rosters / Staffing / Recruitment**

- j) x

**OH&S or Environmental issues**

- k) 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"**

- l) x

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

- m) x

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

- n) Welcome Isaak Melaka
- o) Reminder KK is on the 18<sup>th</sup> of December and Christmas party on the 17<sup>th</sup> of December. If you are interested in joining the party please let Slav know by the 4<sup>th</sup> of December.

*Sign off will be reviewed during each Performance appraisal cycle – please initial clearly*