

**General Information**

- a) Reminder when you are made responsible for Aquios duties please remember to shut it done before you leave, if you leave at 1530 and samples are running please make sure you do a hand over before you leave.
- b) Possible catastrophic failure of FBE capability**
  - a. IF, we are unable to supply FBE's from the Alfred site
  - b. Call HANS to call a Code Yellow
  - c. Call Steve to alert to Code yellow and co-ordinate staffing
  - d. Call in the on-call staff if required ( remember manual entry includes a second check )
    - i. Run critical life threatening samples on XN-1000 and manually enter into cerner pathnet.
    - ii. Make films on all samples entering the lab – to be culled out later
    - iii. Send non-urgent samples to Sandringham lab to be processed on the DXH-800 there.
    - iv. Breathe
- c) If the DXH\*1 is still down, when you need to do the DXH maintenance – run critical samples on the XN-1000 and manually enter into cerner pathnet

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

- d) The Haem roster is on the common drive and is your reference for where and when you should be at work.
- e) ALL staff should be referring to the excel spreadsheet online and the printed daily roster.
- f) ALL changes are communicated to staff in advance
- g) IF the core roster has not been updated – the Haem roster is the roster you should look at to see where and when you should be at work.
- h) You should be at your workstation AT your work start time – so staff can hand over to you and finalise their last duties
- i) You should be leaving your workstation AT you finish time – so you have time to hand over to staff and finalise your last duties
- j) ALL Haem absences are to be recorded on our absence sheet and then placed in the silver Kronos box – for confidentiality of information. The “next shift” information MUST be filled in so the roster can be covered.
- k) Unplanned absence documentation is to be submitted via eHub and BEFORE pay period sign off. This is 09:00 every second Monday
- l) For ALL haem sections the absence name is then to be placed in the routine Haem diary and on the printed excel roster.
- m) ALL staff should know how to access the scientist calendar in kronos. If your calendar is not populated – let me know so I can post your schedule.
- n)

**Rosters / Staffing / Recruitment**

- o) x

**OH&S or Environmental issues**

- p) Please continue to practice social distancing and remember the QR code to record use of the tearoom.
- q) No changes to mask wearing – see portal for guidelines

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

- r) x

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

- s) x

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

- t) Reminder KK is on the 18<sup>th</sup> of December and Christmas party on the 17<sup>th</sup> of December.