

Flow Method updates – sign Flow Cytometry Methodology Updates form kept in flow room

1. **NEW VERSION** of a Controlled Document has been issued, please note:
 - a. All relevant SOP updated with hand written notes for new analyser NAVIOSEX
 - b. FastTrack updated versions to follow – any volunteers are most welcomed ☺

New projects

1. **New NAVEX BC40631 Flow analyser -general validation notes:**
 - i. NAVIOSEX validations started in Feb2020 – November 2020
 - ii. 01st December our correlation stat XL data for all routine tests that are run on NAVIOS2 were reviewed/ signed by Dr S Morgan & J. Shackles – NAVIOSEX is FIT for PURPOSE and is used for routine test as from 2nd Dec2020
[H:\AAA_Quality\UNIT_HAem_q\Validation_Data\Flow\NAVEX BC40631 validation\Record of NAVEX2 BC40631 Validation tasks.doc](H:\AAA_Quality\UNIT_HAem_q\Validation_Data\Flow\NAVEX_BC40631_validation\Record_of_NAVEX2_BC40631_Validation_tasks.doc)
 - iii. Note: All finished & tabulated printed results – NAVEX printouts & Navios validated reports are stored in card box under the sink. Please keep it there – do not put yet for long term storage as yet. There are few final report to be done so I need original data just in case.

***I would like to thank everyone for all the hard work that you done for the NAVEX validation, it would not be possible without your studious attention to detail and excellent team work – well done all n the flow team!!!
Dr Sue Morgan commended our validation work during today's Tech Com meeting, thank you!***

2. **Navios2 - BEC will remove routine flow cytometry analyser NAVIOS2 instance number 1754955 (SN AT05038) on 9th December 2020.**
 - i. Backup of Navios done on 7th Dec 2020
 - ii. All QC printed – thank you Danni
 - iii. Last four years of maintenance log – to print
3. **Validated Navex BC40631- will be relocated to vacated table on same day 9th December:**
 - iv. Run all FCpro & FS pro protocols (weekly worklist) in the morning on 9th Dec 2020
 - v. Set up & Run controls: SFP/ ITNORM/CYTOCHEX (post analyser move)
 - vi. Need to print all QC in post running before the move
 - vii. Print last year maintenance log
4. **New Navex (third analyser , second to validate)- anticipated be delivered to us on 9th December or soon after, ETA to be confirmed with BEC**
 1. New NAVIOSEX will be stored in corridor as ETA for installation is to be established / confirmed with BEC

5. Kaluza / BEC to address issues with software

Issues addressed continuation:

1. Kaluza Software V2.1 re-installed post Win 10 issues noted on analysing computer from Flow room **APATHD8AC066219 & post re-pair and reimaging by IT/Supplier, now sitting on analysing bench** – to monitor
 - Kaluza V2.1 – remember that any saved protocols or composites are only able to be opened in this version.
 - Kaluza V2.1 has a log on access requirement- User: admin ; Password: password1
 - Kaluza V1.5 on other analysing computer - I will check with Maree if ok to upgrade it to new version as well.
6. **We did tried to revive InstruNor in 2020**– issues noted with washing, loss of staining intensity – problems since new software upgrade – unable to optimize & use instrument since last PMI done in 2019! – Decided by management to remove from lab as too costly to fix/ staff level...
 - Sorry for all the wasted time, so disappointing!
 - ETA for removal to be established

Staff training / proficiencies

1. **All proficiencies for 2020 were acceptable and returning rate was 100% - super thank you team!**
2. **Dan Luo training in flow going well- thanks everyone for taking an extra effort in training DAN.**
 - a. Still some gaps in tests' preparation:
 - i. CD34cord (rare test)
 - b. **Kaluza analysis training** – NHL – proficient, AML training started (Dan to keep record of done/ analysed cases)
3. **Amber- MMMRD training – halted again due to 'Covid roster' – for off line discussion.**

Other issues:

1. **CD34 test:**
 - a. **CTU – For the CTU validation still pending (no ETA given by CTU yet):** comparing the CryoQc results of our current procedure with the modified procedure with 4 cell concentrations titrating up to a maximum of $550 \times 10^6/\text{ml}$ as follows: a) $250 \times 10^6/\text{ml}$ b) $350 \times 10^6/\text{ml}$ c) $450 \times 10^6/\text{ml}$ and d) $550 \times 10^6/\text{ml}$ and ensuring the modified procedure is at least as good as the current procedure. You mentioned that it would be necessary to modify to Cryo QC Thaw procedure to accommodate the higher cell concentration.
 - i. Planning on initially testing 5 patients with the 4 cell concentrations, so there will be 20 cryo qc tests.
 - ii. I created a table how to adjust the dilutions as our SOP will not work for CRYQC dilutions in above concentrations– first dilution

for 'waking up cells' is the same – second dilution as per table in flow room.

iii. *TRIAL* number created for day booking as per Sarah Green.

2. MEMB test.

- a. Monash hospital still sending us test but at lowered frequencies due to COVID, not sure when they are starting their own testing, it is now > 12 months overdue. Please monitor antibodies. **NO CHANGE**
- b. Note new Navex analyser is not transferring automatically results as yet – manual entry as from 9th December 2020. Hopefully will be fixed soon.
- c. J. Bosco to advise of reporting change (% of subsets as per B cells to be included) _ Doanh will be notified ASAP

3. ITNORM control – please remember to set up weekly 10c & 5c QC panels if workload permits run on NAVEX.

a. 5c & 10c control panel is created on NAVEX

4. CYTOCHEX control – new panel (9 tubes) to check single antibodies from our various 5c protocols run on NAVEX

Staff Suggestions / Concerns

1. 'Analysing' / 'set up' roster – two teams – communications b/w two groups

c. AM start team

i. One to do set up

ii. One to do analysis

d. PM start team

i. One to do set up

ii. One to do analysis

e. ? Need the 'Roster on paper' – or? post it on WhatsApp communication

2. Remember to Feel duty list (set up team)

3. Large amount of MMMRD test on work outstanding list persists but we are moving forward analysing mid 2020 – Emma is being rostered during last month to help us with this pile – thank you Emma and Steve for the help.

QAP/EQAP/Staff Surveys

1. All our QAP/RCPA – within targets ☺ Note: Oncology Immunophenotyping was not assessed as B-ALL with small blasts on PB was reported by RCPA – our lab did note them, but due to insufficient / low CC we did not report them – all reviewed and accepted by Dr S. Morgan

IT issues / Network Alerts / Trials

1. Monitor Kaluza V2.1 and note if any issues
2. Memory B on DIM is not set up yet for NAVEX

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New Staff / Social Events / Congratulations / Conference applications

1. NaviosEX KOT: 3 spaces pending



Happy Christmas to all!!! Thank you for 2020 & looking forward to exiting 2021!!

Please indicate you have received this information if not already ticked – see minutes folder.

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Name	Signature / Tick	Name	Signature / Tick
MADDEN, AMBER	<input checked="" type="checkbox"/>	GORNIAK, MALGORZATA (GOSIA) Senior scientist	<input checked="" type="checkbox"/>
ROMANIN, SUSAN	<input type="checkbox"/>	Dan Luo	<input checked="" type="checkbox"/>
THEOLOGOS, DANIELLE	<input checked="" type="checkbox"/>	JENNIFER MA	<input checked="" type="checkbox"/>
CHICAS, JORGE	<input type="checkbox"/>		
HALLETT EMMA	<input type="checkbox"/>		