

Haem House Keeping and Admin

07/01/2021

General Information

- a) IM kit has arrived. Testing to completed as normal.

New Policies, Procedures, Alerts or Reminders

- b) Please do not manually validate the diff if a patient has nRBC, - any changes to the WCC require the morphologist to also error correct the diff.
- c) Reminder that any retic request is also invalid if agglutinins interfere with CBC parameters.
- d) ALL Haem absences (including core rostered to haem/nightshift) 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.
- e) For ALL haem sections (including blood bank, flow and immunology) the absence name is then to be placed in the routine Haem diary and on the printed excel roster

Rosters / Staffing / Recruitment

- f) Kristopher will be finishing his time with the lab, final shift 15/01/2021
- g) Australia day roster posted.
- h) Next roster is going into Kronos (slowly) please advise haem.lab.managers@alfred.org.au of any issues ASAP
- i) Please check you kronos for the xmas / new year period and address any issues to haem.lab.managers@alfred.org.au

OH&S or Environmental issues

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

Staff concerns or suggestions for future “group consultation”

- l) None

IT issues / Network Alerts / Trials / Projects

- m) None

New Staff / Social Events / Congratulations / Conference applications

- n) Student Anh Nguyen starting her bursary placement Monday 11/01/2021
- o) Trent Osborn will be returning to the lab for a short term contract Monday 18/01/2021.

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