

SPECIMEN COLLECTION STAFF MEETING AGENDA

Date: 11 Feb 2021
Time: 1330
Venue: Microsoft Teams
Chair: Satoko
Minutes: Gayani
Closed at: 1420
Attendance: Jen / Shayne / Tania / Emma / Raj / Gayani / Satoko
Apologies:
1 Confirmation of Minutes:
2 Agenda Items Outstanding:

Internal audit checklist – ongoing (no quality manager appointed as yet)

Allowance or reimbursement for personal phone / data usage – Only able to claim at tax return (closed)

3 New Business:

Agenda Item #	Discussion	Responsible & Due Date
1. Roster / Leave	Changes coming up in next few weeks	
2. Equipment	<p><u>Zebra TC51 trial</u> – completed and waiting on the feedback</p> <p><u>Printers</u> – new batteries ordered / back order March delivery</p> <p>Trolley setups cardboard boxes that cannot be cleaned MUST NOT be refilled. Replace when emptied.</p> <p>@ Alfred – Purchase boxes for top drawers</p> <p>BC bottles and blood gas syringe to be stored in bottom drawer</p> <p>Big Thank you to Raylee & Seada who always puts extra effort in keeping them in a clean and organised order.</p> <p>Ordering new trolleys for AH X5 and CH x1.</p> <p>Email will be sent out to the team for opinions.</p> <p>Name the trolleys – decision will be made based on provided feedback.</p>	
3. Site Specific	<p><u>CH – DOMOS booking</u> – can only be booked by: Gayani / Vic / Jen / Tania / Romeo</p> <p><u>CH Sat bloods bookings</u> – numbers are increasing.</p> <p>Looking into extending the shift to 7-12pm</p> <p>Booking number to 10 pts? Satoko will consult with Vic / Romeo</p>	
4. Outpatients	<p><u>Stock items</u> – @ Alfred: report to supervisor early when stock level is low (plastic cups / bradma labels / PrEP kits)</p> <p><u>Cleaning of the work area:</u> Pt's waiting area / office</p> <p><u>Trolleys</u> – use Clinelle to clean every day</p> <p><u>Decluttering collection rooms</u> – remove extra stock from the room and maintain an organised environment.</p>	

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	<p><u>Handing over</u> when going to breaks – Be mindful when taking another patient right before your break. Where possible, handover the request if it seems time consuming or ask for assistance with issues that will take too long to resolve. Team effort is needed to ensure breaks are taken on time.</p> <p>Following break schedule is important as the other areas and the staff that may require covers rely on your punctuality.</p> <p>Please think of your colleagues and services that need to be covered.</p>	
5. Inpatients	<p><u>Break allocation</u> – Please follow the allocated times and return from your break on time.</p> <p>Following break schedule is important as the other areas and the staff that may require covers rely on your punctuality.</p> <p>Please think of your colleagues and services that need to be covered.</p>	
6. Work Health & Safety Issues (OHS) / HH audit	<p><u>PPE</u> Eye protective wear must be worn when performing venepuncture. This is solely for your safety. Looking into better quality goggles.</p> <p><u>HH audit / Requirement reminder</u> – bare below the elbows must be accessories free. No rings, no bracelets, no watches around the wrists.</p> <p>HH audit compliance rate has been dropping in AH OP (67.9%)</p> <p><u>OHS Rep needed</u> – with Hazel’s resignation we are looking for a new OHS rep. Contact supervisor if you are interested in becoming ORS rep. Group also may nominate a staff to become a rep. Path OHS meetings are held quarterly 330-430.</p> <p>5 day in class training to be completed.</p>	
7. Staff Training & Education (MTS) / New Docs	<p>MTS – staff to log in – email individuals again to sign in and change password.</p>	
8. Miscellaneous	<p><u>Union meeting</u> held on 3rd Feb 2021</p> <p>Feedback was provided by team’s representatives in a meeting with Union and HR. Some suggestions are being investigated. Information will be shared with the team once ready.</p> <p><u>Name tags</u> – I will reorder one for ALL staff.</p> <p>Alfred Health / Phlebotomist</p>	

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	Select Pin or magnet The list will be made available for staff to fill out.	

4 Date of Next Meeting: March 2021 (Date TBA)