

Haem House Keeping and Admin

18/03/2021

General Information

- a) Everyone should have access to Riskman and know how to log incidences (including OH&S which must be logged within 24hrs of event). If you have not set up a profile please do so, if you are unsure how log an issue please see a senior. MTS to follow.

New Policies, Procedures, Alerts or Reminders

- b) Historical name/MRN flag is not present on all Apps, SHOULD be present is Assign/ Dispense – Jocelyn will send out instructions how to updated and add to PathNet procedure
- c) Please see email regarding CLIX expansion
- d) Please see email regarding MAGRO and DARA test codes
- e) Magrolimab Anti CD47 method has been updated to PEG-IAT please review HAE_BBK_007
- f) MTP procedure has been updated please review CD_HA_0443
- g) 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.
- h) 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
- i) Another reminder that retics are also invalid if agglutinins interfere with CBC parameters

Rosters / Staffing / Recruitment

- j) Easter roster posted.
- k) Next roster is (mostly) in Kronos please advise haem.lab.managers@alfred.org.au of any issues ASAP
- l) Advertisement has opened for Chewes replacement in the Core team

OH&S or Environmental issues

- m) Please continue to practice social distancing and remember the QR code to record use of the tearoom.
- n) No changes to mask wearing – see portal for guidelines
- o) Please read your internal email for vaccination updates

Staff concerns or suggestions for future “group consultation”

None

IT issues / Network Alerts / Trials / Projects

- p) ISBT128 system validation by Cerner underway. Expected go live (without Bloodnet interface) is still expected to be June 2021
- q) AMS build continues (slowly), not expected to meet predicted go live of 20th April. Email will be sent with updates as they happen.

New Staff / Social Events / Congratulations / Conference applications

- r) Emma Petricevic has joined the core team and has started her haem training please make her feel welcome.

Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS