

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. CD_HA_0296 – added WOL instructions to this document
 - b. CD_HA_294 – New version of all panels were reviewed, new control to be run on NAVEX 5c CDChex control panel created - see folder
 - i. PatientReview\AAA FLOW info\AAA Panels templates
[\\172.22.57.171\PatientReview\AAA FLOW info\AAA Panels templates\CD HA 0294 Immunophenotyping Panels V4.9.xls](#)
 - c. NaviosEX info added & updated SOP in FastTrack for: SOP updated – please read
 - i. CD_HA_0760 - Navios Startup, note Appendix in this document that shows automatic scheduling of Startup of NaviosEx analyser – you would need to stop automatic Startup on public holidays.
 - Note all our printing is connected via NAVIOS1 – do not turn off this computer if printing is required
 - ii. CD HA_0905 BALL test
 - iii. More FastTrack updated versions to reflect NAVIOSEX to follow – any volunteers are most welcomed ☺
 - d. CD_MA_0906: added more items to routinely check as requested by staff – Please remember to do monthly record of all reagents – notify senior scientist if any shortages are noted – using last bottle/ few last drops of antibody!
 - e. Draft document with new control (5c CDCHEX) setup - SOP in progress – see draft and let Sue R. know if any info missing – I left a draft copy in flow room.

New projects

1. **NAVIOS EX (3) BD49625 Flow analyser, new analyser delivered broken**
 - a. delivered on 11th FEB 2021 by COPE/ Ian Crouch from BEC assisting
 - b. Installation started 11.02.2020 & 12.02.2020 but was abounded due to analyser damage
 - c. Waiting for removal BEC to notify about ETA
 - i. The decision has been made to replace the Navios EX with a new instrument. The system was dropped / damaged upon delivery and the service issues that the instrument was displaying during the install were likely to be related to this incident. National Service Manager, Mr John Crevani has spoken with Dr Morgan with the information and Dr S. Morgan is in agreement.
 - d. New NAVIOS EX (4) will be delivered ETA to follow soon as analyser is already in Sydney workhouse.

*Note- 2 Navios ex analysers: **NAVIOSEX(1)** & now **NAVIOSEX(3)** removed from lab by BEC due to faulty product - failed installation*

2. **NAVIOS EX(2) BC40631 Flow analyser -validation notes (continuation):**
 - i. Note: All finished reports & tabulated printed results – NAVEX printouts & Navios validated reports are stored in card box under the sink. Please keep it there – for long term storage it will be kept in lab
 - ii. More written specific test validations reports are still required
 - There are few final reports to be written- work in progress (see validation task link below):
<H:\AAA Quality\UNIT HAem q\Validation Data\Flow\NAVEX BC40631 validation\Record of NAVEX2 BC40631 Validation tasks.doc>

3. **CTU CryoCD3 viability testing, NATA requirement – test validation pending to be started in 2021 – plan/schedule to be advised.**

4. **Issues continue with Kaluzav2.1 on / BEC to address issues with software, Maree notified on 24th March – ITS notified, Incident: 504024**

Issues addressed continuation:

 - a. Computer with Kaluza Software V2.1 (from 2018) issues noted in week 15th March on analysing computer **APATHD8AC066219** – to monitor
 - Post installation Kaluza V2.1 does not have a log on access requirement
 - Maree is investigating if installation of newer version of V.2 from 2020 is going to help.
 - b. Computer in flow room with Kaluza V1.5 – As per Maree wait with an upgrade it to new version

5. **InstruNor – to remove**
 - ETA for removal still pending

Staff training / proficiencies

1. **New - roster for weekly ITNorm & CDchex controls so all are included as part of flow proficiencies for 2021- this is to make sure everyone gets a share, thank you team!**
 - a. **XL will be created so proficiencies can be registered for NATA**
 - i. **? volunteers to set it up – let me know**
- Note: 'XL' spreadsheet for RCPA/QAP performance frequency already exists – I will assign them to scientist as before, but please remind me if you think you should perform one

2. **New- roster for CryoQC tests will be in operation in flow lab, if unsure of a CryoQC thawing please contact senior.**
3. **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 keeps record of done/ analysed cases, please update as you go)
4. **Amber- MMMRD training – started again as per roster.**
5. **There are flow educational presentations done by our doctors kept in folder: <H:\AAA Operations\MEETINGS o\Technical\Haematology\Flow Cytom Haem Malignancies Review Meetings\2021\Flow meeting presenters 2021 update 1.docx>**
 - a. We will try recording this presentations in Microsoft teams – Dr S. Fleming thinks it is possible. Will advise when it happens
 - b. I will send first 2021 proficiency using a talk about our new ab TCR CB1 for TCE Tcell clonality check – MTS with PDF attached will be send next week.

Other issues:

1. **COVID-19 vaccination - Group 1b: It's your turn! Bookings open next week. Book your vaccination**

Bookings will open to Alfred staff from Monday 22 March, and can be made by calling **9076 5000 from 1pm onwards**. Ongoing, bookings can be made between 9am-4.30pm.
2. **Report all clotted BM Sample quality as: Suboptimal as clotted**
3. **Reminder about a 'Maintenance log' from NaviosEX & NAVIOS1 – *maintenance log are required to be kept for four years as per NATA***
 - a. Print records monthly on each analyser and leave for senior scientist's review
 - i. Signed copy is kept in QC cupboard.
 - b. Save electronic copy on each analyser
4. **CD34 test:**
 - a. **CTU – For the CTU validation still pending (no ETA given by CTU yet): (No change)** 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.*

5. MEMB test.

- a. Navex analyser is now transferring automatically results.
- b. Note: as per Dr J. Bosco reporting change done (% of subsets as per B cells is now included)

6. 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

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

Staff Suggestions / Concerns

1. Roster for CryoQC – communications:

- a. Will roster in our diary
- b. ? Need the 'Roster on paper' – or? post it on WhatsAppcommunication

2. Remember to sign our 'duty list' - thank you Sue R for keeping it up for us

3. FLPHONE test: please do an 'add on' if required – use it for the same senarios our 'old' phone book was utilized.

- a. Faxed flow reported results if requested by i.e. outside lab – see below

| Results | Accession: 21-077-3705 | Retrieve | Procedure: All |
|----------------------|--|----------|----------------|
| Procedure | Result | Flags | Status |
| Panel Type Required? | Lymphoma | | Verified |
| Sample Type (SM) | Tissue | | Verified |
| SM Profile | Specimen type: Lung bx Clinical details sup... | | Verified |
| FLPHONE | <input checked="" type="checkbox"/> Phoned Comment | f | Pending |

- b. Any urgent flow results given by phone need to be registered with this ADDON

Note to REMEMBER: flow not verified results are not to be given out – please give phone to haem registrars if such queries arise.

4. We managed to reduce amount of MMMRD tests on outstanding list! Nearly all was done by Emma – thank you Emma and Steve for the help. We are down to 11 Cases! - Infinicyt Training will need to start as we are under control now.

QAP/EQAP/Staff Surveys

1. All our QAP/RCPA 2020 – within targets ☺
2. 2021 RCPA/QAP
 - a. Issues with FMH samples sent on first cycle – samples degradation was reported by RCPA – our lab did not notify about sample's issues we did note – no results are back yet
 - b. IM/PH RCPA samples for Aquios LSUB & FMH RCPA need to be day booked in Cerner for whole process to be monitored – instructions will be added to SOP – to follow

IT issues / Network Alerts / Trials

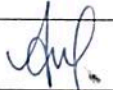
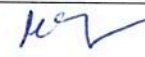





1. Monitor Kaluza V2.1 and note if any issues
2. Window 10 updates for computers attached to flow analysers – NAVIOSEX(2) and Aquios, both will have to be upgraded as per M. Bagnara at some point , BEC will liaise – ETA to be advised by BEC
 - a. Note: Replacement of broken NAVIOSEX already comes with Window10 computers
3. MemB test: DIM transfer was build & transfer verification finished in January 2021
4. IT job created Incident ID: 493022 for V1.5 to be upgraded to 2.1 – IT is advised to contact lab before they do an upgrade – please hold till our broken computer issues are addressed
5. Re Cancelling a Northern order that has come through the interface
 - a. If you are cancelling an order and replacing it with a new order created in DOE or Maintain Case (eg wrong specimen type sent) and using the same Northern lab number, then you must use one of these two Cancel Reasons:
 - Order Error
 - Ordered in ErrorThis will ensure that the order is cancelled in PathNet but not automatically cancelled in Northern's LIS (Ultra) This will allow the result of the newly created order to interface back to Ultra.
 - b. If you are cancelling an order and NOT replacing it with a new order- an order being cancelled for any other reason, then use any other listed Cancel Reason, this will cancel in PathNet and Ultra.
 - c. As per ITS (Jeff Box), ideally for all other tests (include BM samples cancelled via E-mail by Northern) no order is to be cancelled, rather resulted with the reason the order is not being done.

New Staff / Social Events / Congratulations / Conference applications

1. Tayla started to be at hoc rostered (depending on availability) in our flow lab to update her flow skills for basic flow at start, so we can use her help if needed.
2. RMIT Student is rostered for observation/ training only: ANH will start on 30th March till 1st April in flow lab.
 - a. She will shadow one of you to get an idea of the type of work flow does.
 - b. Any volunteers please let me know
3. NaviosEX KOT: 3 spaces pending

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

\\th-fs01\shared\PATHOLOGY\shared\Haematology\Meetings\Flow Cytometry 2017

| Name | Signature / Tick | Name | Signature / Tick |
|---------------------|---|---|---|
| MADDEN, AMBER | ✓  | GORNIAK, MALGORZATA (GOSIA) Senior scientist | ✓  |
| ROMANIN, SUSAN | ✓  | Dan Luo | ✓  |
| THEOLOGOS, DANIELLE | | JENNIFER MA | ✓  |
| CHICAS, JORGE | ✓  | | |
| HALLETT EMMA | ✓  | | |