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| **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:
	1. NaviosEX info added & updated SOP in FastTrack. SOP that were updated – please read & sign methodology updates log
		1. CD\_HA\_0253 – QC procedure, new control (5c CDCHEX) setup - SOP in progress – thank you Sue R. for reviewing

 * + 1. CD HA\_0306\_ FLOW CYTOMETRY ANTIBODY MASTER LIST

**New projects**1. **NAVIOS EX, SN BD49625 Flow analyser, new analyser delivered broken & now Removed from LAB**
	1. delivered on 11th FEB 2021 by COPE/ Ian Crouch from BEC assisting
	2. Installation started 11.02.2020 & 12.02.2020 but was abounded due to analyser damage
	3. Removed by BEC on 20th May21
		1. 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.
2. **New NAVIOS EX , SN BE05526**
	1. delivered & installed by BEC on 20th MAY 21
	2. Installation final report to follow
	3. Running FCPro & FSPro beads, set up to start automatically
3. **NAVIOS EX(2) BC40631 Flow analyser -validation notes (continuation):**
	* 1. 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
		2. More written specific test validations reports are still required
			1. 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](file:///H%3A%5CAAA_Quality%5CUNIT_HAem_q%5CValidation%20Data%5CFlow%5CNAVEX%20BC40631%20validation%5CRecord%20of%20NAVEX2%20BC40631_%20Validation%20tasks.doc)1. **CTU CryoCD3 viability testing, NATA requirement – test validation pending to be started in 2021 – plan/schedule to be advised by managment.**
2. **Issues continue with Kaluzav2.1 on / BEC to address issues with software, Maree notified on 24th March – ITS notified, Incident: 504024**

Issues addressed continuation:1. 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.
2. Computer in flow room with Kaluza V1.5 – As per Maree wait with an upgrade it to new version
3. **InstruNor – to remove**
	* ETA for removal still pending

**Staff training / proficiencies**1. **New – roster/table 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!**
2. XL will be created so proficiencies can be registered for NATA
3. ? volunteers to set it up – let me know
4. 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
5. **Dan Luo training in flow going well- thanks everyone for taking an extra effort in training DAN.**
	1. Still some gaps in tests’ preparation:
		1. CD34cord (rare test)
	2. **Kaluza analysis training** – NHL – proficient, AML training started (Dan keeps record of done/ analysed cases, please update as you go)
6. **Amber- MMMRD Infinicyt training – started again as per roster, but not much of a progress.**
7. **Jennifer Ma – had introduction to MM\_MRD Infinicyt training started**
8. **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**](file:///H%3A%5CAAA_Operations%5CMEETINGS_o%5CTechnical%5CHaematology%5CFlow%20Cytom%20Haem%20Malignancies%20Review%20Meetings%5C2021%5CFlow%20meeting%20presenters%202021_update%201.docx)
	1. We will try recording this presentations in Microsoft teams – Dr S. Fleming thinks it is possible. – still in progress, sorry
	2. I will send first 2021 proficiency using a talk about our new ab TCR CB1 for TCE Tcell clonality check – MTS will be sent on 28th May with one moths due date (sorry for the delay)

**Other issues:** 1. **MMMRD PATH73173 / MM23 (452/20) – trial sample, problems noted, Sarah Green contacted, trial organisers (Flora Yuen, Senior Clinical Trials Co-ordinator, her ex 65407, Yuen, Flora <F.Yuen2@alfred.org.au>)**
	1. **Flora’s response to our issues:**

 ‘We are trying to work with ALLG to provide us with Patient ID.  Unfortunately, this study isn’t running out the Alfred like usual.  We have expressed our concerns with ALLG on numerous occasions about this matter and to rectify it asap.  We have addressed the gel tube issue with ALLG and future collections will be in the LiHep non-gel tubes.’* 1. **Monitor and leave a copy of slip in Gosia’s tray**
1. **Report any small population in flow comment if noted as per Haematologist request.**
2. **CD34 test**: NO CHANGE
3. **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 x 10^6/ml as follows: a) 250 x 10^6/ml b) 350 x 10^6/ml c) 450 x 10^6/ml and d) 550 x 10^6/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.
	* 1. Planning on initially testing 5 patients with the 4 cell concentrations, so there will be 20 cryo qc tests.
		2. 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.
		3. *TRIAL number created for day booking as per Sarah Green.*
4. **Please note: shut down computers once a week is required– proposed time: Monday**
	1. Please let me know if you can think of any issues
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| **Staff Suggestions / Concerns** 1. Roster for CryoQC & weekly control set up is in place, seems to be working ok, thank you! I add staff name against CD\_CTU\_294\_CTU Flow Cytometry Test Schedule that is sent by CTU
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| **QAP/EQAP/Staff Surveys**1. 2021 RCPA/QAP
	1. Continue to daybook 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 – still in progress (Jocelyn)
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| **IT issues / Network Alerts / Trials** 1. Monitor Kaluza V2.1 and note if any issues
2. MemB test: DIM transfer was build & transfer verification finished in January 2021
3. Re Cancelling a Northern order of that has come through the interface
	1. Northern BM SMPROF requests, Northern Haematologist/Haem Reg will still send an e-mail in regard to set up by flow, & as per Frank (Haematologist) they are cancelling test in the Cerner – so leave it for them to cancel SMPROF request
	2. If you are cancelling an order for non BM samples 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 Error

This 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. |
| **New Staff / Social Events / Congratulations / Conference applications**1. NaviosEX KOT: 3 spaces pending
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**Please indicate you have received this information if not already ticked – see minutes folder.**

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

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| **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 |  |  |  |