

General Information

- a) Car parking passes 6 and 7 are missing – please return them or they will be deactivated.
- b) Please refer VITT careset requests to a senior scientist if unsure what to do
- c) NATA August 23rd to 31st
- d) CSTORE reactivated for VITT Plasmas
- e) New alarm on XN-20 to remind you to run QC 24/7

New Policies, Procedures, Alerts or Reminders

- f) When commenting on QC files or documents please don't use abbreviations and/or any language or abbreviations that could be seen as offensive.
- g) If you have the same initials as another staff member then please use a third initial as per the example SS, JC, MH, AH, MK, TB, EP
- h) When leaving items/messages/issues always state the issue, date, time and sign, them as we don't know what or who follow up with.
- i) Please pass over the phone to a senior when taking phone calls regarding unexpected absences to ensure proper followup, backfilling and payment of staff
- j) Please remember to print out a remisol report and leave at slide output bench or urgent morph area if there is an urgent action in the system eg neutrophil confirm and phone
- k) Please alert a senior of delivery of items so we know they are here and stored correctly.
- l) Do not vet trial films – they have time points within a day which still need review
- m) When making new ESR QC, please add comment when verifying results
- n) Please don't store rgts/qc in aquios racks in fridge as racks take too long to warm up
- o) Blood Bank tender settled on Biorad IH-500 x 3 (2@Alfred and 1@Sandringham)

Rosters / Staffing / Recruitment

- p) Please cross-check kronos to excel roster, notify any issues to haem.lab.managers@alfred.org.au
- q) Heather retiring 15th July - Immunology being interviewed soon at 1.0 EFT
- r) Mauds last day today - Replacement for Maud interviews soon 1.0 EFT full time rotational
- s) Please don't "self-roster" yourself to another section without discussing this with a senior so that all areas can be staffed appropriately.
- t) Just a gentle reminder to be kind and courteous to our screening staff as you enter the building. "OH&S, HR and Culture" re monitoring interactions.
- u) If you have gone to a future date in the diary please return the page back to today.
- v) Excess ADO's have been and will continue to be rostered
- w) Please submit excess annual leave plans.
- x) Please adhere to meal break time – excessive breaks have been noticed again recently
- y) The "long" teabreak the seniors take some Tuesdays is a staff meeting with coffee.

OH&S or Environmental issues

- z) Clean up after yourself when using the analytical balance, this is a shared space please be mindful of your colleagues that use the balance after you.
- aa) No changes to mask wearing – see portal for guidelines
- bb) Remember to clean up spills as you go. Any biological spills onto paperwork please refer to a senior for replacement.
- cc) Riskman auto alerts have been turned off – please add journal or distribution list for seniors – refer Jocelyn's email

Staff concerns or suggestions for future "group consultation"

- dd) No further information regarding Monash Merger. Meetings are ongoing.

IT issues / Network Alerts / Trials / Projects

- ee) AMS build continues, projected go-live 14th September 2021 Haem on AMS
- ff) Mobile Phones in the workplace should only be used for work related activities
- gg) ISBT128 has gone live – no issues. Bloodnet interface to follow

New Staff / Social Events / Congratulations / Conference applications

- hh) AIMS conference August/September. Virtual only attendance only.

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