

**General Information**

- a) IMSC kits – global outage. Expect new kits August. See email for instructions
- b) NATA onsite inspection week of 6<sup>th</sup> September
- c) Reminder that staff are not to look up the results of other staff, friends or family members.
- d) Dry heat block can be used instead of water bath for eg HbH and 37oC FBEs and slides
- e) Patient Demczuk 1110090 having venesection and corrected INR tube Friday afternoon, then sent home and collection on Saturday for FBE to see how we proceed next week. Issues – talk to Daniel North.

**New Policies, Procedures, Alerts or Reminders**

- f) Malaria blood film document updated
- g) Reminder for NRBC into cerner when doing blood films
- h) Please don't use Coag pipettes for whole blood and stains
- i) Reminder to not pool reagents (especially DXH) other than Fibrinogen, coagulation plasmas or desorb.
- j) Reminder to phone ALL critical results as per documented protocols in a timely manner and document in ARE. A recent audit reported to hospital management demonstrated that some staff are choosing not to phone abnormal results despite the protocol or we are missing the timeline (30minutes). If you are experiencing difficulty in meeting the phoning deadline please note the cause in the phone record so it is clear where the delay is coming from eg no answer, transferred to wrong extension etc

**Rosters / Staffing / Recruitment**

- k) Tayla Bickerton – Permanent
- l) Trent Osborn – extended 12 months
- m) Leonie Hynes – extended 5 months
- n) Lyn Wong has returned part time
- o) Kelly Bricknell has returned fixed term part time
- p) Emma Hallett has been extended fixed term part time
- q) Elvira O'Dwyer has been extended fixed term part time
- r) Emma Khouri has joined us – fixed term full time
- s) One more short term full time position being recruited
- t) Wendy transition to retirement extended
- u) Jocelyn backfill Wendy extended
- v) Vaahini backfill Jocelyn extended
- w) PH roster for Grand final weekend underway
- x) Core lab staff please include copy to [haem.lab.managers@alfred.org.au](mailto:haem.lab.managers@alfred.org.au) for roster change requests if haem is affected

**OH&S or Environmental issues**

- y) Reminder for QR codes, green screen on mobile devices and personal resilience

**Staff concerns or suggestions for future “group consultation”**

- z) Nil received. Feel free to talk, email or drop anon typed questions/suggestions into kronos box.
- aa) Numerous ongoing meetings defining the current business state in preparation for future planning.

**IT issues / Network Alerts / Trials / Projects**

- bb) AMS development continues. Go live 14<sup>th</sup> September or 28<sup>th</sup> September – yet to be decided

**New Staff / Social Events / Congratulations / Conference applications**

- cc) AIMS conference August/September. Virtual attendance only.
- dd)

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