

# Immunology House Keeping and Admin 01 | 02 Aug 2021

## Staffing

- a) Mayumi required to work 9-17:30,
- b) Training scientist to cover Mayumi's annual leave
- c) Lynsey's work hours. 10 hour shifts not suitable for the style of work in Immuno.

## Changes to existing tests or requests for changes

- a) Running tryptases an additional day- Mondays (except RCPA QAP days, once a month)
- b) Review queue for Tryptase>15 if required, for Julian's review
- c) Have a look at other tests that may require a review queue
- d) Investigate more efficient method of checking samples off worklists
- e) Is storage tracking suitable for samples?

## New Tests or equipment

- f) ENA screen validation complete. To be approved at next tech comm meeting.

## Quality Assurance

- g) NATA checklist- Jocelyn to email list
- h) RCPA QAP revealed inconsistency between analysers for a specific IgE allergen. Correlation to be
- i) Move to commercially manufactured IQC- more stable, less production time.

## Stock / Inventory

- j) Monthly stock orders in eReq to be completed by Mayumi.

## IT issues / Network Issues

- k)

## Projects / Trials

- l) Shared pathology service- Monash likely to start Tryptase and allergy testing

## Attendee list

Jocelyn Shackles, Steve Schischka, Mayumi Knight

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