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| **Date:20/10/2021** | **Time:1130** | **Location:SDMH LAB** |
| **Attendance:** | **JPC / NX / HB / EC/ PC** |

1. **Standing Items:**

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping**
 | Half thawed ice packs placed on top of FFP. | Place ice packs on bottom of freezer. | All | now |
| 1. **Internal QC**
 | Ca is still high due to change in lot number. Tried 3 different lot numbers. | Consulted with Marion. Need to run 20 patients over the testing range. Confirm shift is seen in patients. Get Hans to sign off on change of QC target and higher patient results. | JPC/Hans | 01/11/21 |
| 1. **QAP**
 | Good |  |  |  |
| 1. **Equipment**
 | XN arrives within two weeks. Go Live date 29/11/2021 | Patience | JPC | ongoing |
| 1. **Tests/Methods**
 | Nil |  |  |  |
| 1. **Quality Management Review**
 | * NATA External Audit Findings

1.Amendments must remain legible and include signature & date2.Room temperature must be monitored.3.Drift control must be run every 4 hours.Do not sign the drift maintenance log until it is done.4.Downtime procedure not possible with one scientist.5.Supervision lacking6.If having analyser problems or having to re-spin blood bank cards, document on the analyser log. | MonitorA max/min thermometer implemented in blood bank.Record on CD\_MA\_FA\_0176MonitorUpdate SOP to indicate 2 scientists are required for downtime procedure.Increased meetings with Hans. JPC to go to The Alfred 2 days a year.Document corrective actions on analyser logSDH\_LAB\_\_001 | JPC | NowDoneNowDoneNowdone |
| 1. **Document/ SOP Updates**
 | Downtime procedureupdated | CD\_SA\_0223 V.12/10/2021 | JPC | done |
| 1. **Haematology**
 | When XN 1000 arrives it will be obstructive for two weeks until we move the DXH out. Training will occur this month. |  |  | ongoing |
| 1. **Blood Bank**
 | The Biorad IH500 is arriving in November. |  |  |  |
| 1. **Biochemistry**
 | Barcode read errors on Creat and CRP on the inner ring. | PM performed 20/10/21 | Abbott | Done |
| 1. **Work Health & Safety Issues/ Incidents**
 | Continue to wear masks. | Please be mindful of the Covid stress the Drs & nurses will be under over the next two months. Their stress levels are likely to increase with covid cases increasing. | All | ongoing |
| 1. **Staff Training & Education**
 | XN1000 this month. |  |  |  |
| 1. **Hospital activities/ meetings.**
 | ED Covid swabs 90% are for rapid tests.Theatre can provide cab vouchers for theatre swabs. Gaye Jack gave me one last week. | ED Covid swabs arriving outside one hour from normal courier time require and urgent courier. | All | Ongoing |