

Immunology House Keeping and Admin 03 | 16 Aug 2021

Staffing

- a) EOI sent. Sacy and Emma so far have shown interest.
- b)

Changes to existing tests or requests for changes

- a) Worklist creation- build worklist more efficient. Can start building RAST worklist while checking tests have been ordered correctly. Easy to check outstanding tests as long as they have been logged in.
- b) Factor VIII binding assay. Heather stated Joe was taking over this testing. Seniors unaware. For discussion. Emails to be directed to Mayumi, copied to haem lab managers.

New Tests or equipment

- a) EVOLIS out of service contract. PM quoted and booked. ~\$4000.

Quality Assurance

- a) QC in Phadia uploaded to Cerner to a particular location, not by lot #.
- b) Lynsey spoke to Monash and Melbourne. Immunotrol in use at both labs. Melbourne also use IQC, run 3 times during the day, in addition to commercial QC and Immunotrol. Monash were told to run commercial QC twice per run.
- c) Immunotrol commercial QC range too high. We will review QC and number of runs for our Phadia 250 analysers.
- d) Procedure for CBA to be updated by Mayumi. Reporting results section.

Stock / Inventory

- a) Found Pippette tips for Asparaginase in Biochem to refill trays if we run out before order arrives. Tested alongside other tips. Slightly higher results seen.
- b) New gel film quote requested for VW multimers. ~ \$1100

IT issues / Network Issues

- a)

Projects / Trials

- a) Spoke to Michelle and Villi from Phadia regarding ENA set up on the Immunocap. We have booked in for a software upgrade for Phadia Prime as soon as Covid allows. We will have training at the same time.
- b) Phadia will book training for a new Immuno scientist.

Attendee list

Steve Schischka, Lynsey Peach, Jocelyn Shackles, Mayumi Knight

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