

# Immunology House Keeping and Admin 04 | 23 Aug 2021

## Staffing

- a) EOI.  
Sacy, Jorge, Fotini, Tina, Phoung, Ellouise.
- b) Proposed covid roster below. If roster goes ahead, it will be implemented for a minimum of 8 weeks. Working from home is an option. Investigate best way to isolate from Flow cytometry.

## Changes to existing tests or requests for changes

a)

## New Tests or equipment

a)

## Quality Assurance

- a) RCPA are extending the submission date for Drug allergen Cefaclor until the end of September 2021
- b) Data retention doc updated for Immuno. Up for review.
- c) Review queue for Cerner QC possible? We have had issues with lots not being updated/incorrectly entered in Cerner. Month of QC not retained. – To add to list of daily duties to sign off.
- d) NATA checklist. Will be off site. Update daily checklist for QC checks.

## Stock / Inventory

- a) Gel bond quote. How to order items not in eReq. Jocelyn will run through process.

## IT issues / Network Issues

a)

## Projects / Trials

a)

## Attendee list

Lynsey Peach, Jocelyn Shackles, Mayumi Knight

## Proposed covid roster- Immuno

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Option 1	Lynsey	Mayumi	Mayumi	Mayumi	Mayumi		Lynsey	Lynsey	Mayumi	Mayumi	Mayumi	Mayumi		Lynsey

Option 2	Lynsey	Lynsey	Mayumi	Mayumi	Mayumi	Mayumi		Lynsey	Lynsey	Mayumi	Mayumi	Mayumi	Mayumi	
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Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS