

<b>Immunology House Keeping and Admin 07</b>		<b>29/11/21</b>
<b>Staffing</b>		
a) Lynsey requesting change of hours for 2022. Mon&Tues fixed days, flexi Wed/Fri. Good for VWMultimers and working on allergy days. Need to make sure Asparaginase tests are covered on Fridays if ADOs are taken.-Steve to look into change of days.		
<b>Changes to existing tests or requests for changes</b>		
a) Can pos DsDNA be added to the review queue? Jocelyn added test to review queue. Will test today.		
<b>New Tests or equipment</b>		
a) Pipettes for calibration. Steve to write purchase order, then pipettes can go to Quality officer to be sent. > 2 week turnaround. May be able to get a replacement multi header form Pathtech for Asparaginase testing. – Mayumi to provide a list of minimum # of pipettes to maintain routine testing.		
<b>Quality Assurance</b>		
a) Immunotrol arrived last week. First trial run today. Can we dilute the sample? With what? Manufactured from human serum.- Dilute with saline first. Determine if stable. Albumin or AB FFP?		
b) Next Immuno Tech Comm meeting date?- Mayumi to email Sue Morgan for suitable day/time. Steve suggests week of Dec 13 <sup>th</sup> . Check J. Bosco and M. Donovan can make meeting, as they were not in attendance previously.		
c) Quality audit was done last Friday. Outcomes were: <ul style="list-style-type: none"> <li>- Long term QC review process needs to be documented in procedure. Suggested Jocelyn makes an overall review comment at end of each review period. – Jocelyn to make a statement in Cerner QC review at end of each batch. Mayumi to add detailed steps of review to departmental procedure for Immunology.</li> <li>- Correlation procedure to be written. - add to existing Haem/Coag document.</li> <li>- Competency document needs to be used instead of the training log, after initial training log has been completed. -Seniors aware. Mayumi to update existing training log document with review column.</li> </ul>		
<b>Stock / Inventory</b>		
a)		
<b>IT issues / Network Issues</b>		
a)		
<b>Projects / Trials</b>		
a)		
<b>Attendee list</b>		
Steve Schischka, Lynsey Peach, Jocelyn Shackles, Mayumi Knight		

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