

# Haem House Keeping and Admin

10/03/2022

## General Information

- a) NATA onsite technical assessment August 2022
- b) Track extension weekend 19/03, starting at 8am. Manal processing all weekend. Extra staff 8am til 11pm Sat and Sun. Expecting to be live again by Monday lunch time. Haem / Coag attachment to follow
- c) Downtime procedures folder has moved to the MSDS area

## New Policies, Procedures, Alerts or Reminders

- d) Haematology UNIT folder contains many documents that apply to **all** departments eg IT contact numbers
- e) Outstanding worklists, RQ and TATs refer to CD\_HA\_0693\_Haematology Outstanding Work Procedure updated document
- f) Haematology duties form revamped to be weekly. see HAE\_002
- g) Documents updated for XN/AMS will be distributed from fasttrack – these must be acknowledged using the link in the email. Many processes have changed in haematology in response to our new system so please make sure you are familiar with the documents. If you think anything is missing please let Steve, Jocelyn or Vaahini know.
- h) Internal audits are scheduled- Andrew for February, May and August, Emma Hallett and Lefy scheduled for March, John and Helen Broadley, Wendy in May.
- i) Validation of EDTA tubes for IMSC. Any positive IMSC please store EDTA sample in the labelled red rack which can be found in coagulation fridge so that we can test it over 3 days for stability of sample.

## Rosters / Staffing / Recruitment

- j) PNP/KB are commencing a rotation job share starting 01/03
- k) Easter and ANZAC PH – confirm defaults or volunteer via [haem.lab.managers@alfred.org.au](mailto:haem.lab.managers@alfred.org.au) by 11th Mar 2022

## OH&S or Environmental issues

- l) N95 masks continue to be required – management seeking advice from IP
- m)

## Staff concerns or suggestions for future “group consultation”

n)

## IT issues / Network Alerts / Trials / Projects

- o) DAT interpretations have been updated in cerner
- p)

## New Staff / Social Events / Congratulations / Conference applications

- q) Congratulations to April and Marty on the safe arrival of little Dot
- r) New haem regs Marsali, Justin, Dani, Kaitlyn started on 7th Feb
- s) Arthur Wang joined core lab from 21/02 Olivia Yang 28/02, Vincent Lu starts 21/03
- t) Emma H will be sadly leaving us, her last shift will be 03/04
- u)

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