

# Haem House Keeping and Admin

17/03/2022

## General Information

- a) 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. Timeline for Haem and Coag to attach to the track to be advised
- b) ESR issues with the Alfred minicube were finally tracked down to the background temperature setting on the analyser changing. This is not a setting we can change and it is suspected it happened during a power spike.
- c) A few things have relocated around the lab for the track works. Once the track is installed we can re-shuffle things again. Essentially nothing is in it's final resting place.
- d) ALL QAP samples should be directed to a scientist if asked – never a pigeon hole

## New Policies, Procedures, Alerts or Reminders

- e) No Data for RDW typically means dimorphic population as analyser cannot work out the CV of a dual peak. Please review the %micro %macro MCV, MCH, history and scatter images when making your blood film comments
- f) MCHC that doesn't correct from lipid or glucose – leave RBC parameters and padlock them, and refer to senior scientist. Check film for cold agg before stating unsuitable and removing parameters due to cold agg.
- g) PLT-CIT has a "Done" field and a "Number Field" in AMS. Select **Sodium Citrate as the mode** and **manually enter the PLT count** into the PLT field.

## Rosters / Staffing / Recruitment

- h) Easter roster released
- i) Please remember to consult the common roster as you start your shift to see which section / duties you are allocated to
- j) If there are unplanned absences for the 7am starts – please share the duties across the department ie Haem and BB
- k) If you are requesting leave/ado's etc in a subsection – please include in your eHub request that you have discussed this with the supervisor
- l) Personal phone use in the lab should be kept to an absolute minimum.
- m) Unplanned leave from the lab requires a phone call into the lab and formal documentation. Text messages, whatsapp groups etc are not to replace documented pathology procedures

## OH&S or Environmental issues

- n) N95 masks continue to be required – management seeking advice from IP. Hope to ease requirements soon but in line with red and yellow pathways

## Staff concerns or suggestions for future "group consultation"

- o) Nothing raised – feel free to drop anon questions in silver box, or email etc
- p)

## IT issues / Network Alerts / Trials / Projects

- q) %Baso in AMS message now matches and Low\_MCHC message now states MOPH\_RBC also
- r) Following up with IT the lack of access to type-it-in at Sandy. We have 15 more licenses

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

- s) Grade 3 backfill has received applicants and interviews will begin soon

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