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| **Date: 7/02/22** | **Time: 1400** | **Location: Lab** |
| **Attendance:** | **JC, PC, EC, NX Minutes communicated via MTS** | |

1. **Agenda Items Outstanding: Nil**
2. **Standing Items:**

| **Agenda Item #** | **Discussion** | **Action Required** | **Person Responsible** | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping** | We are having a full NATA audit in August, probably 3 auditors. |  |  |  |
| 1. **Internal QC** | Coag QC now runs every 5 hours after 8:30am. | Verify all QC before you leave in the evening. |  |  |
| 1. **QAP** | Good |  |  |  |
| 1. **Equipment** | The PC on the microscope bench gave an error when using AMS. “ Access violation of address 106E6B14 in module ‘LabOnLine.exe’.I was unable to log out and a complete shut down did not fix the issue. IT fixed it by reloading the software. | Hopefully this is a one off error. |  |  |
| 1. **Tests/Methods** | i-STAT Creatinine cartridges have been introduced to assist with the SCHEM8 supply issue. | Correlations soon to be approved by Diep and Hans. | Diep | ASAP |
| 1. **Quality Management Review** | * Internal/ External Audit Findings: Fridge / Freezer audit * Fast Track Incidents * Risk Man Incidents | Fridge/Freezer Emergency plans needed updating. | John | Done |
| 1. **Document/ SOP Updates** | Architect SOPs being reviewed this month. |  | John | Done |
| 1. **Haematology** | Nil |  |  |  |
| 1. **Blood Bank** | Please review the blood products inventory in the theatre blood fridge at least weekly. |  | All |  |
| 1. **Biochemistry** | Abbott released this Bulletin: When an Error Code 3382, ‘Unable to  process test, internal wash pressure (x)  error (y) pipettor’ occurs, the ARCHITECT  c4000 and the ARCHITECT c16000 are  incorrectly placed into a ‘Scheduled Pause’  status rather than a ‘Stopped’ status. As  a result, the processing module continues  to process tests after the hardware error is  detected, and the tests may not have the  necessary reagent dispenses from the  pipettor with the error.  There is the potential to  generate incorrect results  on tests produced after an  Error Code 3382. | Stop the processing module and  discard any results produced after  an Error Code 3382.  Perform Corrective Actions for Error  Code 3382. For detailed  information, refer to ARCHITECT  System Operations Manual, Section |  |  |
| 1. **Work Health & Safety Issues/ Incidents** |  |  |  |  |
| 1. **Staff Training & Education** | Nancy and John performed IH500 primary training. Keep doing MTS. |  |  |  |
| 1. **Hospital activities/ meetings.** |  |  |  |  |
| 1. **Other** |  |  |  |  |
| 1. **New Business** |  |  |  |  |