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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 toprocess test, internal wash pressure (x)error (y) pipettor’ occurs, the ARCHITECTc4000 and the ARCHITECT c16000 areincorrectly placed into a ‘Scheduled Pause’status rather than a ‘Stopped’ status. Asa result, the processing module continuesto process tests after the hardware error isdetected, and the tests may not have thenecessary reagent dispenses from thepipettor with the error.There is the potential togenerate incorrect resultson tests produced after anError Code 3382. | Stop the processing module anddiscard any results produced afteran Error Code 3382.Perform Corrective Actions for ErrorCode 3382. For detailedinformation, refer to ARCHITECTSystem Operations Manual, Section |  |  |
| 1. **Work Health & Safety Issues/ Incidents**
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| 1. **Staff Training & Education**
 | Nancy and John performed IH500 primary training. Keep doing MTS. |  |  |  |
| 1. **Hospital activities/ meetings.**
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| 1. **Other**
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| 1. **New Business**
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