

General Information

- a) A reminder not to use aerospray buffer on SP50.
- b) When the APTT is >300 seconds and the TCT is >300 seconds due to the presence of heparin, please report the INR and PTS as "Unsuitable", and add a result comment HAPTT (F9 to expand) and request a repeat sample.
- c) When testing is performed on corrected citrate tube please add a result comment CHCT (F9 to expand). Coagulation testing performed on corrected citrate tube for high HCT
- d) Over the weekend and public holidays if CD 2/3 is requested and if lymphocyte count is less than or equal to $0.1 \times 10^9/L$, please remember to report low CC % as TND and absolute as <100 as per the procedure.
- e) A reminder to do the afternoon pending list/enquiry in the afternoon including weekends. Please print the list and store it in the box under Haem manual bench.
- f) A reminder the black discard tube can be used for ESR testing. Use the remaining tray before the tan discard tube.
- g) Remember to look back in Cerner when vetting. We have had a few patients now with multiple UR numbers in AMS and calls suggesting change in results that actually weren't. This is not an issue AMS can fix. It is a cerner/requesting issue with change in UR number mid admission.
- h) Morphology staff – if you have a diagnosis that is not in AMS then please add the pathistory box and used the codes on the right hand column of type-it-in. If you wish to add a code to existing codes you will need to include (copy paste) the original diagnosis/ comments or they will be over written. Any issues, email the accession number to haem lab manager or drop in silver box for follow-up.

New Policies, Procedures, Alerts or Reminders

- i) Continue to do random checks on morphology comments going to Power chart. We have lost HL7 communication several times.
- j) Remember to add codes for the DARA and MARGO investigations. Data used to assess manual work impact.
- k) Reminder to record the date and time temperature charts on loaded onto and removed from the fridges / platelet incubator
- l) Please write the unit the temperature chart was loaded on too (cool room, XM fridge, etc)
- m) When red emergency tags are returned once reconciliation completed please staple together and put them into the days release cards

Rosters / Staffing / Recruitment

- n) Sherly has been extended.
- o) Emma has been extended until 19th June
- p) Multiple recruitments underway

OH&S or Environmental issues

- q) x

Staff concerns or suggestions for future "group consultation"

- r) Any concerns can be brought to this meeting, personally brought to a senior, emailed or anonymously put into the "silver" box.

IT issues / Network Alerts / Trials / Projects

- s) x

New Staff / Social Events / Congratulations / Conference applications

- t) There is afternoon tea after this afternoon for Vaahini

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