

Immunology House Keeping and Admin 11	21/03/22
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Staffing

- a) WFH/validation hours- any extra hours to be submitted with note in KRONOS.
- b) Lynsey Carer's leave May, dates unconfirmed- Will arrange cover.
- c) Overtime hours Aspar tube prep

Changes to existing tests or requests for changes

a)

New Tests or equipment

- a) Awaiting return of pipettes from PathTech.

Quality Assurance

a)

Stock / Inventory

- a) RCH sending fresh vial of Erwinia Aspar. For stds and controls.

IT issues / Network Issues

a)

Projects / Trials

a)

Attendee list

Steve Schischka, Lynsey Peach, Mayumi Knight

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