

Haem House Keeping and Admin	09/06/2022
General Information a) Abbott track being taken out of action 16 th June 0800 for about 5 hours for Haem testing	
New Policies, Procedures, Alerts or Reminders b) Please ensure any OOH issues such as bent needles or AMS communication drop outs are documented in the diary with as much information as possible, this assists us with troubleshooting and documentation is a NATA requirement. c) Manual Diff for CAR-T cell FBENB (MNA) films stored separately in green film cabinet. Reminder to scan analyser printout which is required urgently, see Jocelyn or Fotini d) A reminder that the landline in Blood bank is an option if wards/mobiles are having difficulty hearing you(as happened recently with ED phone call) e) Do not load any straight edge slides on the SP50, seem to be incompatible with the SP50. Manual staining is required if we receive any of these slides. f) Take care using pipettes, a few have been sent for repairs recently. Choose pipettes that have the correct range for the volume required. g) We had an issue with the XN QC delivery, we have asked Sandy to send dregs on Fridays again. Please use these over the weekend. h) New filters in AMS – please advise of any issues or other filters you might find helpful i) Amber sent out email on AQUIOS – please read j) Excellent job being done notifying out abnormal results – two recent very low HB's have had significant positive impact on patient treatment.	
Rosters / Staffing / Recruitment k) 5 weeks of short cycle coming for staff on 24/7 roster l) Inci will join us on 4 July until May 2023 24/7 rotational m) Erika will join us on 4 July until Feb 2023 24/7 rotational n) Currently advertising a June til Dec 2022 for evening shift and/or weekend cover @ 1 full time EFT o) Currently recruiting for June 2022 until Feb 2023 24/7 rotational backfill p) Currently recruiting 2 year FT flow contract July to July 2024 for NPV and trials work q) Sarah was successful in gaining a 6 month placement into flow cytometry r) Chanelle was successful at gaining immunology/allergy backfill training s) Fotini is covering the grade 3 haematology until May 2023 t) We are currently working on the next roster period of 25 July until 16th October. Please submit anticipated leave up until mid December	
OH&S or Environmental issues u) Appointments for the flu vaccination are available across The Alfred, Caulfield and Sandringham sites – book through the Patient Portal or call the Staff Immunisation Exposure Management team on 9076 3802. v) A very useful flow chart has been created to assist staff as the health service begins to navigate COVID-19 and flu.	
Staff concerns or suggestions for future “group consultation” w) 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 x) Please continue to do random checks on morphology comments going to Power chart. We have lost HL7 communication several times over the last few weeks. y) If your diff AND morph aren't transmitting – check for a missing DIFF order	
New Staff / Social Events / Congratulations / Conference applications z) Farewell and best wishes to Elvira aa) Congratulations to Vaahini and Paul and Isaac	

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