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| **Date: 10th June 2022** | **Time: 1400** | **Location: Sandringham Lab** |
| **Attendance:** | **HB, PK, JC** |

1. **Agenda Items Outstanding:**

Nil

1. **Standing Items:**

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping**
 | Abbott have made a few errors with their deliveries so be observant of stock levels. Our 5XTNI was accidentally sent to St Vincents. |  | All |  |
| 1. **Internal QC**
 | Reviewed and good. |  |  |  |
| 1. **QAP**
 | IQAP 487 Gen Chem samples swapped loading onto analyser.We now have two full enrolments for RCPA QAP.RCPA Haematology are now sending their samples out a week before the data entry opens. The results lay around on my desk for a week. |  |  |  |
| 1. **Equipment**
 | IH500 should be in use next week. SOPs are written. Maintenance log is in use. Error log is in use. |  |  |  |
| 1. **Tests/Methods**
 | 3 more Six Sigma Assays soon to be rolled out are ALT, ALP and TBil.  |  |  |  |
| 1. **Quality Management Review**
 | * Internal/ External Audit Findings

NCI0512 Competency assessment for JohnNCI0515 Doc Control Biochem Action Limits documents to be aligned.NCI0617 Long term XN QC ManagementNCI0619 QC Setup | Refer to Haematology seniors.HansSOP yet to be written by Haematology.When receiving QC, set up immediately and run it immediately before exhausting old lot. | HansAll |  |
| 1. **Document/ SOP Updates**
 | Please acknowledge these via email.  | Acknowledge | All |  |
| 1. **Haematology**
 | QC needs to be sent to Haem on Friday nights again for the month of June. |  | All |  |
| 1. **Blood Bank**
 | IH500: When selecting DAT on the IH500 select 5053 card not 5056. |  | All |  |
| 1. **Biochemistry**
 | Nil |  |  |  |
| 1. **Work Health & Safety Issues/ Incidents**
 | OHS board updated thanks to Helen B. |  |  |  |
| 1. **Staff Training**
 | Nancy went to the Vic AIMS 28th May. | Nil |  |  |
| 1. **Staff Competency Assessments**
 | Ella completed for all areas. |  |  |  |
| 1. **Continuing Education Program**
 | MTS  | MTS | All |  |
| 1. **Hospital activities/ meetings.**
 | Free lunch, free massage, free coffees for June. |  |  |  |
| 1. **Other**
 |  |  |  |  |
| 1. **New Business**
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# Date of Next Meeting: July