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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** |
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| 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 John  NCI0515 Doc Control Biochem Action Limits documents to be aligned.  NCI0617 Long term XN QC Management  NCI0619 QC Setup | Refer to Haematology seniors.  Hans  SOP yet to be written by Haematology.  When receiving QC, set up immediately and run it immediately before exhausting old lot. | Hans  All |  |
| 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** |  |  |  |  |

# Date of Next Meeting: July