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| **Date: 12/07/2022** | **Time: 1400** | **Location: Sandringham** |
| **Attendance:** | **EC, JC, NX** |

1. **Agenda Items Outstanding:**
2. Nil
3. **Standing Items:**

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping**
 | Receiving goodsNATA in August | Sign and write received ‘In good condition’ on the delivery forms. | all |  |
| 1. **Internal QC**
 | GTT2 reagent failure. One pair of reagent failed in the current box. | Be aware that enzymes can go off during transport. | all |  |
| 1. **QAP**
 | Good |  |  |  |
| 1. **Equipment**
 | PM was performed on the XN10 on July 6th. Calibration done July 7th. Correlation done July 14th. |  |  |  |
| 1. **Tests/Methods**
 | Manual Biorad system now in use. |  | All |  |
| 1. **Quality Management Review**
 | * Riskman 1250805

WBIT Dialysis. |   | LP |  |
| 1. **Document/ SOP Updates**
 | Many updated with impending NATA.Please ‘acknowledge’ them as you read them. |  |  |  |
| 1. **Haematology**
 | Coagulation Action Limits updated esp. INR>2.5 on DOACs |  | all |  |
| 1. **Blood Bank**
 | The old manual Biovue system was decommissioned today.The new Biorad systems both manual and IH500 are both fit for purpose and have had their method validation accepted at the Haematology Technical Meeting.Use the IH500 Equipment Error Log when necessary.A new thermometer has been ordered for the Biorad Incubator. | Form CD\_SA\_0140 QC Worksheet has been edited to enable the transcription of the five QC scores off the IH500. The manual QC scores QC1 & QC2 can be entered directly from the cards. When loading cards, re-spin the rejected cards, wipe any dust off, reload them. Then place any rejected cards in the esky on top of the IH500 to track how many we are discarding.During weekly maintenance use alcohol wipes to clean the left and right drawers. Keep the IH500 dust free. | all |  |
| 1. **Biochemistry**
 | i-stats: Only 6 glucose cartridges are given to maternity at a time due their 14 day expiry.  |  | all |  |
| 1. **Work Health & Safety Issues/ Incidents**
 | OHS notice board updated. |  |  |  |
| 1. **Staff Training**
 | MTS ongoing |  |  |  |
| 1. **Staff Competency Assessments**
 | PK in all areas. JC in BB. |  |  |  |
| 1. **Continuing Education Program**
 | MTS |  |  |  |
| 1. **Hospital activities/ meetings.**
 | Increased surgical cases causing increased workload. Possibility of opening weekends, initially Saturday. | Extra staff funding coming. |  |  |
| 1. **Other**
 |  |  |  |  |
| 1. **New Business**
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# Date of Next Meeting: