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| **Date: 25/08/22** | **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**
 | Thankyou for your help and cooperation with NATA preparations. |  |  |  |
| 1. **Internal QC**
 | Routine daily QC good however Monthly review of XN10 Caresphere indicated WDF-Y on L1 QC had fallen 2SD. Roche are sending a calibrator to us. |  | Roche |  |
| 1. **QAP**
 | Manual Differential wrong.Wrong slide was reviewed. | Reviewed. | NX |  |
| 1. **Equipment**
 | Architect stripped screw on Reagent 1 syringe caused one and half days downtime. Fixed.Biorad centrifuge lid would not open. FixedIH500 now automated. | Part from Sydney required.Electronic board replaced. | AbbottRoche |  |
| 1. **Tests/Methods**
 | ESR minicube at Alfred again. Neither are working.IM screens now use EDTA. | ESRs are ‘test not done’. | All |  |
| 1. **Quality Management Review**
 | Hans wants us to open 8 hours on Saturdays. I have asked for reliable specimen reception support before we proceed, alternatively we have two scientists. |  Discuss with Noelene and Craig Lindley, CSP manager. | Hans/Joe/Noelene |  |
| 1. **Document/ SOP Updates**
 | CD\_SA\_0292 & CD\_SA\_0293 updated.QC must be run on all bottles of reagent on board after any calibration. | Please read and acknowledge updated SOPs. | All |  |
| 1. **Haematology**
 | When loading XN reagents please ensure you write the in use date in the reagent delivery folder. |  | All |  |
| 1. **Blood Bank**
 | IH500 now automated and communicating with Cerner as from Monday August 22nd.All manual transcriptions can cease.The long held practice of collecting two tubes from maternity will now cease, primarily because all the GS will be performed here.Remember to write up every card delivery from the Alfred. Check the PreAcceptance testing on every delivery. | The reactions are still held up in IHCOM if the reaction is a query/needs verifying. | all |  |
| 1. **Biochemistry**
 |  QC must be run on all bottles of reagent on board after any calibration. |  |  |  |
| 1. **Work Health & Safety Issues/ Incidents**
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| 1. **Staff Training**
 | MTS ongoing |  |  |  |
| 1. **Staff Competency Assessments**
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| 1. **Continuing Education Program**
 | Biochemistry are having Thursday afternoon tutorials that we can join via teams. |  |  |  |
| 1. **Hospital activities/ meetings.**
 | Increased surgical cases causing increased workload. Possibility of opening weekends, initially Saturday. | 0.5 FTE funding approved.We need 0.8FTE. |  |  |
| 1. **Other**
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| 1. **New Business**
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# Date of Next Meeting: