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| **Date: 31st January 2023** | **Time: 1400** | **Location:Sandringham** |
| **Attendance:** | **RT, NX, HK, JC** | |

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

| **Agenda Item #** | **Discussion** | **Action Required** | **Person Responsible** | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping** | Masks no longer required in non clinical areas: corridors, canteen, lab. |  |  |  |
| 1. **Internal QC** | CRP QC material is a mix of 1mL and 3mL bottles due to supply issues |  |  |  |
| 1. **QAP** | Good |  |  |  |
| 1. **Equipment** | A smart blood fridge is being installed in the theatre blood fridge room for red cells only. |  |  |  |
| 1. **Tests/Methods** |  |  |  |  |
| 1. **Quality Management Review** | Riskman 34163: 2 X FBE G6PD labelled with identical numbers. One for FBE>reported. One sent to Alfred for G6PD>clotted.  FBE results withdrawn by G6PD scientist. Everyone confused as to why/what. | Label every sample with a unique number as per Alfred protocol. Label spare tubes NTR EDTA = No Test Requested EDTA. | All |  |
| 1. **Document/ SOP Updates** | Please read new SOP:  HAE\_XNA\_027 Neutropenia Critical Result Notification |  | All |  |
| 1. **Haematology** |  |  |  |  |
| 1. **Blood Bank** | Pre-Acceptance Testing is beginning in February: Please read and adopt:  HAE\_BRS\_008 Pre-Acceptance Testing of IH500 Reagents.  Daily QC: Beginning Feb1st follow the Alfred SOP. | Quarantine new arrival of reagents/cards with a sign on the box.. Allocate an 8am starter to perform Pre-Acceptance. Unload all old cards and/or reagents off the IH500. Load new. Follow SOP. Enter results onto The Alfred pre-Acceptance spreadsheet. Load the old cards/reagents back on.  Run L1 and L2 in the morning. Run L3, L4, L5 in the afternoon. | All | Feb23 |
| 1. **Biochemistry** | Level sense errors on sample probe.  Lipase onboard stability is 11 day. This would explain my preference to discard the lipase <30 tests.  GGT discard <50 tests. | Sample probe changed and calibrated. Sample track calibrated in module zero. |  |  |
| 1. **Work Health & Safety Issues/ Incidents** | Nil |  |  |  |
| 1. **Staff Training** | Rasika trained in all areas. |  |  |  |
| 1. **Staff Competency Assessments** | Nil |  |  |  |
| 1. **Continuing Education Program** |  |  |  |  |
| 1. **Hospital activities/ meetings.** | Monash taking over maternity February 5th.  Using 2 UR numbers on the bradma. The TOP bradma barcode is the ALFRED number, reverse to original planned layout. Pathology will be using Alfred UR numbers. | Can still use bradma barcode on day booking and i-stat. |  |  |
| 1. **Other** |  |  |  |  |
| 1. **New Business** |  |  |  |  |

# Date of Next Meeting: