

General Information

- a) Quality is looking for additional auditors for haematology, please let Jocelyn know if you are interested
- b) AMS terminal in blood bank now functional
- c) IT has 'fixed' the log-in issue on two of the morphology terminals, if you notice any other PCs that are having difficulties logging into the gahaematol2 profile please let a senior know.
- d) Sandringham lab is staffed with a solo scientist Saturdays and Sundays 0800-1600 until June.
- e) Womens@Sandy transitioned to Monash@Sandy on 06/02/2023. Most significant change is dual MRNs on paperwork (small Monash MRN is printed at the bottom of patient ID stickers) discussions progressing for clarification around clinical support, please be vigilant with ID checks.
- f) Pathology Strategic Planning 'Values Survey' open for staff, everyone is encouraged to have their say.
- g) Please ensure adequate ventilation around the water boiler/cooler unit under the sink in the tearoom when storing items under the sink.
- h) Tetra reagent is no longer on backorder, please refer to Gosia's email 15/02/2023.

New Policies, Procedures, Alerts or Reminders

- a) Please ensure that there are at least 3 lifeblood shippers available for internal stock transfers, escalate to your senior if you have any issues.
- b) Neutropenia workflow document has been created to help identify when a provisional neutrophil count can be phoned. This involves a new AMS testcode 'H_Phone2". Please review HAE_XNA_027 and see a senior if you have any questions.
- c) Coagulation QC at 2300 to include TCT/REP. Missed occasionally last 2 months.
- d) A reminder to always print/perform and sign all scheduled pending lists.
- e) Continue to alert senior staff when last box of kits/reagents opened to re-order product.
- f) New NeoPTimal 20ml configuration is live at the Alfred. Please refer to Steves email 07/02/2023 for product preparation and stock management.
- g) Take care loading APTT reagents, make sure correct vials are loaded, especially as they are non-STAGO barcoded reagents. We are trialling yellow stickers to differentiate the APTT reagent. If you open a new box please put a yellow sticker on the lids of the APTT reagent stickers are in the stationary draw closest to the coag reagent fridge
- h) Blood for XVIVO heart transplant support has moved from trials to compassionate access.
- i) Reminder manual processing on BioRad an option for high use times.
- j) A1 subtyping requests will now be accompanied by a traceable request from transplant team. Updated procedure to follow ASAP.

Rosters / Staffing / Recruitment

- k) Roster up to start of May is in excel and kronos, this roster includes labour day, Easter and Anzac day public holidays. Please alert us via haem.lab.managers@alfred.org.au of any issues.

OH&S or Environmental issues

- i) Slav has volunteered to represent haematology as or OHS rep with Phuong as her deputy
- j) A reminder that spills precautions are required for transporting flammable liquids through the hospital including methanal and other stains between the lab and storage. Please see Slav, Phuong or Jocelyn if you need a refresher.

Staff concerns or suggestions for future "group consultation"

- k) Any concerns can be brought to this meeting, personally brought to a senior, emailed or anonymously put into the "silver" box.

IT issues / Network Alerts / Trials / Projects

l)

New Staff / Social Events / Congratulations / Conference applications

- m) Shujun Lui has joined us from RCH for the G2 coagulation position.
- n) Katarina and Sarah have joined us, Katarina in a permanent position and Sarah is a short-term position mostly in haematology/coagulation
- o) The cake roster is starting again. The roster is on the notice board in haematology. See Slav if you want to be involved.
- p) Nicole and her husband have welcomed a little girl Marcena

Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS