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| **Date: 28th March 2023** | **Time: 1400** | **Location: Sandringham** |
| **Attendance:** | **NX, EC. JC. PC** |

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

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping**
 | Week-end work extremely busy. | Batch the work to reduce your workload.Begin shift at 7am. |  |  |
| 1. **Internal QC**
 | New lot of HCG QCGeneral Chemistry QC is to be thawed only on Monday and Friday.An entire box of each level has been ordered. Kept in the bottom of the freezer.New Immunology CRP QC lot in freezer to be run for 5 days to obtain target. This will be done in a few weeks.Lot 68981 & 68983: There are also one mL bottles of the same lot as the 3mL bottles. So just be aware of this using this current lot. | New lot HCG in useUse only 2 pair every week. |  |  |
| 1. **QAP**
 | All good |  |  |  |
| 1. **Equipment**
 | Calling Abbott engineerThe new Smart Fridge, not yet in use is broken and being repaired by the engineers. | For the job to be escalated you must use 6 digit service number located on the inside of the c4000 i1000 doors. Otherwise the call is dealt with on the next business day. | All |  |
| 1. **Tests/Methods**
 | ALT2 & ALP2 still not being tested on patients. ALT2 has been approved by Que Lam. This needs to be tabled at the biochem tech meeting then IT need to change the transmission numbers.ALP2 has a negative bias at the high end and is being investigated with Abbott. | John will email everyone when ALT2 is in use in a few weeks. | john |  |
| 1. **Quality Management Review**
 | * Please make staff suggestions in Fasttrack. See poster on the exit door.
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| 1. **Document/ SOP Updates**
 | Downtime- do not use downtime labels when you are working alone. Send all work to The Alfred. |  |  |  |
| 1. **Haematology**
 | XN aspiration errors appear to have been resolved with installation of new piercing needle. |  |  |  |
| 1. **Blood Bank**
 | IH500 screening cells can be left permanently on board. There appears to be no advantage unloading them every night.Transcription error when signing in blood units.Transcription error of antibody panel: Anti-K vs Anti Jk-b and results being changed / bleeder in theatreAlfred directives of workflow in blood bank:1. Results are to be actioned from the primary tube and not from pending enquiry lists.
2. Continuity of care – work started on a patient should be completed by the same staff member.  Antibodies not to be handed to the shift walking in the door.
	* Complete all work locally before referring.
	* Communication, call to Alfred or Sandy if transferring the sample with handover of patient and investigation.
3. Process for transcription of results from IH500 to panel sheet
* Print results
* Transcribed onto panel sheet
* Interpret, report and BBMAN results
* Second scientist check transcription if possible.
1. Display of panel results from IH500 –

If the sample is presented as a STAT it will automatically use two cards making interpretation easier compared to routine sample presentation – to be implemented ASAP Use the ‘S’ green rack.1. Any issues with investigation or transfusion support must be escalated immediately to supervisor or another senior/delegate for communication and coordination.
 | Double check the transcriptions of unit numbers when signing units into the blood fridge. | All |  |
| 1. **Biochemistry**
 | C4000 Reagent 2 probe changed & calibrated 28/03/2023. Urea2 level 1 target reviewed. | Monitor | John |  |
| 1. **Work Health & Safety Issues/ Incidents**
 | Remember to use the massage chair in the tea room. |  |  |  |
| 1. **Staff Training**
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| 1. **Staff Competency Assessments**
 | Performance reviews for Nancy, Helen B and Rasika being performed over the coming weeks. |  | John |  |
| 1. **Continuing Education Program**
 | Morphology tutorials are very useful. Please watch the VIDG recordings as part of your external training. |  | All |  |
| 1. **Hospital activities/ meetings.**
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| 1. **Other**
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| 1. **New Business**
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# Date of Next Meeting: