

General Information

- a) MBBank test code has been updated to be a careset 'extended GS Investigation' that includes a GS and additional tubes under the same accession number to better suit our workflow. (3 x 6ml EDTA labels)
- b) 'CE' time has been rostered – feedback being sort by Jocelyn if people are finding this useful. If you where unable to use your time please let Jocelyn know so she can re-schedule.
- c) Transfusion reactions are being moved to a powerchart report. 7EA and HOC will be trialling first. Please familiarise yourself with the new procedure. Reporting and notification requirements have been updated.
- d) Alburex AU 20% replacing Albumex 20% new product is required to be packed in our Lifeblood shippers, with a capacity of 20 vials. Please order in multiples of 20 if possible
- e) Critical result notification process has been updated in response to CORC findings Quality document CD_MA_0188 and local documents CD_HA_0588, CD_HA_0755 and CD_HA_0359 have all been updated. Please review them and bring any issues to the attention of your senior scientist.
- f) Please review HGB, MCV and RBC when assessing 37oC correction. Leaving the FBE in the waterbath for so long that only the MCV goes up and corrects the MCHC is not correction. Check for significant RBC increase, MCV decrease and no change in HGB.

New Policies, Procedures, Alerts or Reminders

- g) New signs created for MAX/Maxine and AggRAM to be used when analyser out of action.
- h) Changes made to Haematology Daily Log to reflect changes to the SP50 maintenance schedule.
- i) Reminder to complete all information in spreadsheets when pre-acceptance testing is performed (ICT/G6PD/IM)
- j) Date/Time and sign all coagulation reagents when reconstituted.
- k) When verifying ESR controls in ARE make sure result is within the specified QC range, pop-up window to reject result is not working correctly. Do not run patient samples until QC issues are resolved. ESR QC delivery delayed, continue to use previous aliquots and change if out-of-range.
- l) Multiple issues with XN results in the last couple of months including 3 different occasions where incorrect WCC were released. Thank you too all involved with troubleshooting and excellent work by our scientists picking these problems up in a timely manner. Please always bring any issues or unexpected patterns to the attention of your senior scientist.
- m) There are a couple of coagulation trials requiring double spinning/aliquoting. Store aliquots in box labelled with trial number in -80C freezer found in top half of freezer.
- n) Reminder to use 'WBIT' template when reporting a WBIT - it has prompts for important information see CD_HA_0359_Test Cancellation and Specimen Recollection

Rosters / Staffing / Recruitment

- o) Next roster has been entered into Kronos, please check and notify haem.lab.managers@alfred.org.au of any issues

OH&S or Environmental issues

- p) x

Staff concerns or suggestions for future "group consultation"

- q) Any concerns can be brought to this meeting, personally brought to a senior, emailed or anonymously put into the "silver" box.
- r) APS staff feedback is able to be logged anonymously in fasttrack. Please see quality flyers around the lab or seek assistance via PathologyQualityUnit@alfred.org.au

IT issues / Network Alerts / Trials / Projects

- s) x

New Staff / Social Events / Congratulations / Conference applications

- t) New Staff started. Vyvien Wong joined us 26/04 and Anne Tabbu on 01/05.
- u) Allergy immunology clinical fellow for this year Logan Gardner

