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| **Date: 30/06/2023** | **Time: 1400** | **Location: SDMH** |
| **Attendance:** | **EC HB JC** |

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

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping**
 | Alfred/Monash have won the tender to manage/assist Footscray and Sunshine Hospital pathology labs.Please continue to write the evening courier arrival times in the diary. They have recently been very erratic. The other night I had a scheduled  7pm arrive at 7:50pm. |  |  |  |
| 1. **Internal QC**
 | The new lot Unassayed General Chemistry QC is now in use: lot 92961  and 92962. The barcodes read correctly and the QCs going into the correct files both on the Architect and into Cerner.The SDs have been set using Alfred SDs.  |  |  |  |
| 1. **QAP**
 | Good |  |  |  |
| 1. **Equipment**
 | The Abbott maintenance contract only gives us non-charged engineering support M-F. Week-ends is an extra invoice.  | Decide on case by case basis. |  |  |
| 1. **Tests/Methods**
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| 1. **Quality Management Review**
 | * We must now keep old package inserts for 4 years. The storage box is on top of the reagent fridge
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| 1. **Document/ SOP Updates**
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| 1. **Haematology**
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| 1. **Blood Bank**
 | The theatre blood fridge has been moved to the left of the new smart fridge to enable the doors to open more ergonomically.The smart fridge is being temperature mapped today by Arrowsmith and Grant. |  |  |  |
| 1. **Biochemistry**
 | Error 3202 on i-1000:Maximum number of LSS errors exceeded in yellow position of carrier located in carousel position of TNI reagents. TNI reagents ejected with only yellow bottle on carrier. Black reagent bottle still inside carousel. Also patient troponins were going to exception and reruns were not giving any results. | Rang ED re delay. Rang Engineer. Above the reagent carousel on the front right hand side there is a black knob that enables lid of refrigerated carousel to be opened. Removed the black bottle. After restarting all the reagents were automatically unloaded. Reload reagents. Run QC.Cause: when placing bottles onto reagent holder ensure the bottle is slowly and carefully screwed onto the holder. If the bottle is pushed on with force the plastic pieces underneath (that hold the bottle in place) will ‘strip’ or ‘flatten’.  |  |  |
| 1. **Work Health & Safety Issues/ Incidents**
 | Beginning next week Covid: N95 masks are no longer mandated for ED . However the normal blue masks are still compulsory.Entry points into the hospital will no longer be monitored y a Covid person. |  |  |  |
| 1. **Staff Training**
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| 1. **Staff Competency Assessments**
 | Rasika’s 6 month competency assessments completed for all areas. |  |  |  |
| 1. **Continuing Education Program**
 | Use the H:\shared\Haematology\Staff continuing education to record your ongoing training. |  |  |  |
| 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: