

General Housekeeping

- a) Meal and tea breaks.
 - a. The allotted time should be observed when taking meal breaks.
 - b. Our current haematology quality manual states
 - i. 1 x 30 minute unpaid break and
 - ii. 2 x 15 minute paid tea breaks
- b) Meal breaks are designed to be a refresher and should be taken during your shift and not at the end of your shift(s)
- c) Just a reminder to ensure the department is adequately covered by arriving on time and staggering your breaks with other staff



General meeting 11
July 2023 - Question

- d) Western health general staff meeting notes attached.
- e) Moving to three initials. With the significant number of staff now working across haematology it is time to move to three initials for all staff. Please update the staff signature log with your 3 initials (see Jocelyn). If you only have 2 names please use numbers ie JS1
- f) AMS migrated to the new server successfully today. This will give us significantly better stability and allow the track project to be progressed. Next week we will move to the complete track service (delivery and storage of samples for FBEs) this will then allow Maxine to be moved into place and the Coag integration project to be completed.

New Policies, Procedures, Alerts or Reminders

- g) Flow samples are mapped to Rack 3 on the track output module. A reminder to check for samples on the track over the weekends and on PH as well as checking WCP .
- h) Pink slides have replaced yellow slides for critical/urgent blood films.
- i) ESR MiniCube Test Device-if there are issues accepting new Test Device, try switching Minicube off/on and try loading again. There is always one spare Test Device on the shelves near Fotini's desk.
- j) A reminder to place the pipette in the unlocked position before changing the pipette's volume and do not try to set volumes outside the pipette's specified volume range.
- k) Electronic transfusion reactions have been rolled out for the whole hospital this month. Familiarise yourself with the document BBK_XMA_001. Any paper requests please let the 2IC know.
- l) Everyone should have a review queue called "BB Manual Entry", if not please let the 2IC know. All staff have been emailed the updated versions of the relevant documents. ABID, titres and red cell phenotypes now go into this queue. The queue should be checked daily to ensure all tests are reported.
- m) The MTP protocol has been updated. A low titre Anti-A/B FFP can now be used in an MTP of an unknown blood group, only after the initial 4 AB FFP has been given. Once a blood group has been reported support patient with group specific FFP. Only A low titre Anti-A/B FFP should be stored in the FFP section of the sanyo freezer. All A FFP that is not low titre is to be kept for A patients only in the A cryo draws.
- n) Aquios reminder: Please request a worklist PRIOR to running any samples, the request slip should be checked to ensure the correct test has been requested and please also note the lymphocyte count. Run in batches through the day, 1-3 runs should be fine unless there are a lot of requests. Please to remove the antibody vials between runs so they don't time out. Any results in the "REVIEW" tab, please leave for a flow scientist, note it on the worklist or let someone know there are results to review
- o) Review of FMH checklist– rostering of staff by BB 2IC to flow scientist for refresh

Rosters / Staffing / Recruitment

- p) 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

- q) Safety shower has been reinstated and will be checked by the Micro tech ongoing

Staff concerns or suggestions for future "group consultation"

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

t) Interface downtime expected Thursday 20/07/2023. Only expected to affect Coag samples. Run samples as normal and upload once interface is reconnected. Refer to downtime procedures.

New Staff / Social Events / Congratulations / Conference applications

u) Please welcome back Trent who has joined us on a short-term contract

v) Please welcome our two RMIT students Brigitte and Eloise

w) Tayla is the new rotational 2IC in transfusion starting on Monday 24th July.