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| **Date: 24/07/2023** | **Time: 1400** | **Location: SDMH** |
| **Attendance:** | **NX EC JPC** | |

1. **Standing Items:**

| **Agenda Item #** | **Discussion** | **Action Required** | **Person Responsible** | **Due Date** |
| --- | --- | --- | --- | --- |
| 1. **General Housekeeping** |  |  |  |  |
| 1. **Internal QC** |  |  |  |  |
| 1. **QAP** | All hard copy RCPA QAP printouts must be kept for four years in my office. |  |  |  |
| 1. **Equipment** | 24/07/23 c4000 had a breakdown error 3841 High Concentration Waste Pump Homing Failure | Engineer called. |  |  |
| 1. **Tests/Methods** |  |  |  |  |
| 1. **Quality Management Review** | Missing blood products such as Albumin | Email search SDMH AHC.  This is [SDMHOOHC@alfred.org.au](mailto:SDMHOOHC@alfred.org.au)  They usually know if products have been removed from the fridge. |  |  |
| 1. **Document/ SOP Updates** | CD\_SA\_0323 Coag backups |  | All |  |
| 1. **Haematology** | Coagulation Internal Audit noticed weekly maintenance form was not checked. | Remember to check off the maintenance form when performing the daily and weekly maintenance on all analysers. | All |  |
| 1. **Blood Bank** | Old panel Sheets  Keeping track of Emergency O negs that are downstairs | File in the BB QC folder in John’s office.  Continue to use the old form CD\_SA\_0094. This will require you to write the unit numbers on the dedicated O Neg form downstairs in the issue folder AND use the old CD\_SA\_0094 Issue of uncrossmatched O Neg Packed Cells. |  |  |
| 1. **Biochemistry** |  |  |  |  |
| 1. **Work Health & Safety Issues/ Incidents** |  |  |  |  |
| 1. **Staff Training** | |  | | --- | | Use the  H:\shared\Haematology\Staff continuing education to record your ongoing training. | |  |  |  |
| 1. **Staff Competency Assessments** |  |  |  |  |
| 1. **Continuing Education Program** |  |  |  |  |
| 1. **Hospital activities/ meetings.** |  |  |  |  |
| 1. **Other** |  |  |  |  |
| 1. **New Business** |  |  |  |  |

# Date of Next Meeting: