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| **Date: 18/08/2023** | **Time: 1130** | **Location: SDMH** |
| **Attendance:** | **HB RT JPC** |

1. **Standing Items:**

| **Agenda Item #** | **Discussion**  | **Action Required** | **Person Responsible**  | **Due Date** |
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| 1. **General Housekeeping**
 | Used toner cartridges | Switchboard recycle used toner cartridges | All |  |
| 1. **Internal QC**
 | Blood Bank QC reactions less than 2 are not acceptable. | Rerun these and report to senior scientist. | All |  |
| 1. **QAP**
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| 1. **Equipment**
 | The IH500 was found off Saturday 0700. The UPS was alarming loudly. | Please ensure you know how to start up the UPS and to turn off the alarm.Instructions are on the front of the IH500. | All |  |
| 1. **Tests/Methods**
 | Phosphate2 and LactateA2 have been loaded onto the Architect. We are currently working them up and are not being reported on patients.The layout of the tests have been moved around to place all the unused assays at the end of the page and greyed out. | Daily QC is run automatically on these.  | ALL |  |
| 1. **Quality Management Review**
 | Architect audit was done this week. |  A new TO FOLLOW UP PHONE LOG has been implemented for occasions where you cannot contact the appropriate person. Log the initial phone call and get back to it. Record the initial phoned time and the final phoned time. |  |  |
| 1. **Document/ SOP Updates**
 | Staff not reading updated SOPs | A new folder has been created which lists the newly released SOPs for us to sign off as we read them | All |  |
| 1. **Haematology**
 | New APTT lot | Currently being worked up. Run new lot on all patients. | All |  |
| 1. **Blood Bank**
 | Emergency O Neg unitsTheatre Blood Fridge Inventory not being kept up to date. Used bottles of albumin…..next day we cannot determine if one was taken and not signed out. | In the event of a request to transfuse a neonate ring the Haem registrar on call. Use the freshest O Neg possible, preferably less than two weeks old.Please replace all used albumin bottles as soon as possible. |  |  |
| 1. **Biochemistry**
 | The Architect was found logged in as user ADM which is the incorrect login. ADM will not allow you to use all the functions especially relating to adding/editing assays and calibration data. | After powering down/up always login as user: ADMINpassword: ADM |  |  |
| 1. **Work Health & Safety Issues/ Incidents**
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| 1. **Staff Training**
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| Use the H:\shared\Haematology\Staff continuing education to record your ongoing training. |

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| 1. **Staff Competency Assessments**
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| 1. **Continuing Education Program**
 | Recorded on the H drive>Haematology>Staff education |  |  |  |
| 1. **Hospital activities/ meetings.**
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| 1. **Other**
 |  |  |  |  |
| 1. **New Business**
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# Date of Next Meeting: