Haem House Keeping and Admin | 29/08/2023

General Information
a) Please do NOT turn-on the firewall on the XNs if a pop-up appears – this 'hides' the instrument to the rest of the system. If you have accidently selected yes please contact Roche engineering for assistance.
b) We are have successfully moved to total track integration for FBE! Thank you everyone for your hard work and patience in completing this project. As always if you notice any issues or have a sample that doesn't seem to be directed as expected please let a senior know ASAP
c) There is lots of movement around the lab as we work on getting the Stagos onto the track and connected to Coag 1 and AMS. Please provide thoughts on how to improve the space for all users.

New Policies, Procedures, Alerts or Reminders
d) New malaria workflow to include the Alethia malaria. Refer to SOP HAE_SOP_003 and MTS. To be completed by 26 Sep.
e) New recommendation for the MiniCube device to be shutdown daily, has been added to Haem Daily Logs- haven't tested this yet
f) New log needs to be completed when performing manual staining ie during SP50 maintenance, troubleshooting). Located with Aerospray reagent worksheet.
g) Ensure full coag QC performed at scheduled times as per Coagulation QC log, (occasionally missed QC noted at 2300).
h) When sending blood products (including Albumin products) to Caulfield or Sandringham, it is a requirement that we fill in all details on the packing slip to include:
   Date/Time Packaged
   Packaged by
   Unpack product by (time)
   Configuration used
i) Two new transfusion requirements for PPI, Factor VIII or IX, have been built please update patients with the requirements as you come across them or refer to a senior.
j) All verbal orders for blood products must be documented. Refer to SOP CD_HA_0787. Including activation of MTP.
k) Assigning and dispense, please read PPI steps and dispense correctly according to the procedure.

Rosters / Staffing / Recruitment
l) x

OH&S or Environmental issues
m) A reminder be kind to yourselves and others. Benestar offers a range of support options to Alfred health staff which are strictly confidential and provided at the cost of Alfred Health
   Alfred Health's Employee Assistance Program provider is Benestar (1300 360 364)
   https://alfredhealthconnect.sharepoint.com/sites/AlfredHealth-Wellness/SitePages/Access-to-Benestar.aspx
      BeneHub Online Login www.benestar.com
      ID : ALFRED
      Token : ALFRED01
   The office door is always open if you need to have a chat

Staff concerns or suggestions for future "group consultation"
n) Any concerns can be brought to this meeting, personally brought to a senior, emailed or anonymously put into the "silver" box.
o) 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
p) x

New Staff / Social Events / Congratulations / Conference applications
q) Jamie and Marc have welcomed Jasmine to their family

Sign off will be reviewed during each Performance appraisal cycle – please sign off in MTS