

General Information

- a) The Westerns tender has been delayed until the go-live of the new Footscray hospital due to the cost and complexities of setting up two complete labs on the same campus. Anticipated go live Sept 2025
- b) After our recent HB phoning audit, it was reconfirmed with the clinical team that all HB's of less than 55 must be phoned irrespective of the previous result, patient location or clinical state. We understand that this can feel unnecessary but there can be clinical considerations that we are not aware of that require these calls.
- c) There will be a standardisation project for band neutrophils in the near future – please refer emails
- d) All slides are to be filed by accession number. This includes slides that have been reviewed by the pathologists. There was significant delay to patient management recently as all the referred path slides from multiple days were filed under one day as one block of films
- e) 7E should be written on all 7E slides at Film location allocation and all slides are to have a name on them. This expedites vetting on Tues, Weds, Fri, Sat and Sun and makes vetting easier Mon and Thurs.
- f) All albumin film preparations should be added and recorded in AMS – refer to senior if a rule is required
- g) All film reviews and vetting require a look back in Powerchart and should include splitting of and reporting of multiple FBE's collected at the same time.
- h) Numerous PATHIST's are missing in AMS for ongoing haematology/oncology/known patients. Please remember to add relevant diagnosis and the format KNOWN_Xxxxx Xxx

New Policies, Procedures, Alerts or Reminders

- i) Updated coagulation maintenance log to include monthly clean of waterbaths and centrifuge.
- j) Limited G6PD kits due to supply issue, all requests require haem reg approval, refer to email sent 13 Aug.
- k) Looking to change methods requiring HCL, currently used for iron stains and Stago needle cleaning. HCL for iron stain is our last bottle available. Looks like we will have to order a new bottle of HCL.
- l) EOI for projects happening soon, new iron stain, POC PixCell, vision-hema
- m) Always refer to BB Patient comments/Txn requirements and seek clarification if unclear
- n) Always use phone request and MTP test codes to record phoned product requests in BB

Rosters / Staffing / Recruitment

- o) Reminder to document all unplanned leave phone calls on forms and in diary – some have been missed
- p) Planning for next roster underway – please ensure your leave requests are submitted for consideration
- q) EOI for Sandringham “rotation” / “exposure” by 9th October

OH&S or Environmental issues

- r) EOI for deputy OHS rep as Phuong is stepping down. Thank-you for all your OH&S work Phuong
- s) Air conditioning appears to be more stable/pleasant – please advise Steve if this changes.
- t) Safety shower routine checks and annual verification to be performed by Engineering.

Staff concerns or suggestions for future “group consultation”

- u) Any concerns can be brought to this meeting, to a senior, emailed or anonymously put into the “silver” box.
 - a. A number of points have been **raised by staff** recently as developing or ongoing concerns
- v) Please remember that as a multilingual workplace any language spoken may be understood by other staff and they may feel confronted or intimidated by your topic of conversation or comments.
- w) Please consider personal and professional boundaries so that comments are not interpreted as unsolicited or unprofessional advice, intimidation or judgement.
- x) If you refer a perceived concern to management about a procedure, activity or incident, it is management's role to investigate, manage and communicate the outcome if and when appropriate. Please do not discuss any perceived concerns directly or indirectly with other staff in a manner that may leave them feeling intimidated, inappropriately “managed” or confused.
- y) Personal electronic devices should be used for workplace requirements only eg email, ehub etc. If not attending to work related activities, your electronic device should be put away and you should be fully engaged with the task/s at hand and the team you are working with/within

IT issues / Network Alerts / Trials / Projects

- z) Coag interfacing ongoing then Visionhema. New MGG stain to be looked at. Diluted buffer being looked at
- aa) Coag trial coming which will include auto cstore and AXA addition

New Staff / Social Events / Congratulations / Conference applications

- bb) Blood November 2023. Scholarships available for staff development – see previous emails