

# Haem House Keeping and Admin

22/01/2024

## General Information

- a) RIVA and APIX add AXA and CStore for CADABRA trial. Please see email from Jocelyn 26/10

## New Policies, Procedures, Alerts or Reminders

- b) G6PD kit received 11 Dec, testing as previously performed, approval not required.
- c) HSD please use the diamond tip to circle the location of the concentrated sample. A recent sample had no cellular material which made locating the 'sample' on the slide very difficult.
- d) Alethia malaria optics verification check to be performed weekly instead of monthly.
- e) ESR QC/patient results intermittently not transmitting to Cerner. Path IT investigated and cannot find any problem. Device to be sent out for service.
- f) All RCPA survey samples for the XN analysers need to be run in QC analysis mode, refer to SOP: HAE\_XNA\_021.
- g) Reminder to follow-up on flow samples received Friday after 7:30pm on pending list checks performed on the weekend. Refer to document in immunology box.
- h) Stago MAX issues resolved, thank you all for your patience and teamwork in haem/coag the last week.
- i) Compulsory Differential project underway due to perceived variation in reporting of the myeloid series. Please refer to Steve's email 4/10, completion date 5th Feb 2024. All staff are expected to participate. The project will allow us to look at some standardization in reporting for the department.

## Rosters / Staffing / Recruitment

- j) Roster published until 03/03/2024  
Issues or Volunteers please email the haem.lab.managers@alfred.org.au

## OH&S or Environmental issues

- k) Be aware that we have a staff member who is sensitive to the flashes of light from the barcode readers. Please use cover boxes created to cover the barcode readers. The new barcode readers on the stand do not cause any issues.

## Staff concerns or suggestions for future "group consultation"

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

## IT issues / Network Alerts / Trials / Projects

- a) NATA August 2024 Immunopathology – all areas. (Haem, Anat Path, Biochem)

## New Staff / Social Events / Congratulations / Conference applications

- m) Erika's last day 4<sup>th</sup> Dec
- n) Thank you to Slav for organising Kiris Kringle and Christmas party
- o) Welcome Lia, Diana, Vanessa and Emma
- p) Afternoon tea Mon 29<sup>th</sup> Jan for Justin and Dani
- q) Wendys last day is this week. We will be doing an afternoon tea and dinner to farewell her properly in the next month or so.

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