

General Information

- a) Overnight parking changes

<https://alfredhealthconnect.sharepoint.com/SitePages/Changes-to-overnight-parking-in-the-staff-multi-level-car-park.aspx>

New Policies, Procedures, Alerts or Reminders

- b) A reminder if your TCT QC is running low to check the volume of reagent reconstitution
- c) Kleihauer for FMH screening live from 19/02. Refer to Jocelyn's email on the day. Training is ongoing. If the patient is post-delivery – check the mothers blood group AND the babies' bloody group. Search by Name in ORV. "Surname, Baby of"
If the baby is Rh(D) negative OR the mother is RH(D) positive the Kleihauer is not required and can be resulted as TND with RHN comment
- d) New Iron stain method has been implemented -SOP has been updated.
- e) The Aerospray has been decommissioned!!! Maintenance no longer required: Haem Daily Logs and Maintenance records have been updated to reflect these changes
- f) Automatic adding of phoning to all <16years of age was removed, AMS workflow driven by critical results criteria
- g) Please add a PATRule (Patient Rule RQD) to prompt a review by a senior scientist, we will add an AMS rule if appropriate
- h) For Coagulation reagents: Where there is a cap with a central hole, this should be placed on the reagent when it is loaded. Onboard stability takes into consideration the cap and reduced evaporation from the cap being on.
- i) Continuous infusions for factor concentrates are to be ceased by the clinical team and we will be moving to EHL factor concentrate stock only.

Rosters / Staffing / Recruitment

- j) Roster published until 26/05/2024

Issues or Volunteers please email the haem.lab.managers@alfred.org.au

OH&S or Environmental issues

- k) A reminder you are responsible for your own safety as well as providing a safe working environment to those around you.
- a. There is no food or drink in the lab.
 - b. Long hair should be tied out of the way.
 - c. Enclosed shoes are to be worn.
 - d. Gloves and safety goggles are available throughout the lab please use them when handling potentially hazardous material including waste
- l)

Staff concerns or suggestions for future "group consultation"

- m) Any concerns can be brought to this meeting, to a senior, emailed or anonymously put into the "silver" box.
- n) Staff raised question regarding which on-call to use for additional support (not sick leave cover): As always, if workload requires it, calling in of the on-call staff is supported by management.
Either on-call can be used for workload support. Consider the appropriate staff required for the support (ie. malaria speciation), context of recent recall (ie. was one of the on call already called in to cover a nightshift etc) and the flow-on impact to the haematology/blood bank roster If you have any concerns or are unsure, feel free to contact a senior scientist to clarify or seek direction.
If both staff have been recalled or there are any other concerns, please contact a senior scientist to arrange further support.

IT issues / Network Alerts / Trials / Projects

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

New Staff / Social Events / Congratulations / Conference applications

- o) Two new regs started 05/02/2024, Elise Wallach and Manu Juneja. Please make them feel welcome
- p) Jocelyn was the successful candidate for the G4
- q) Fotini was the successful candidate for the G3

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