

General Information

East corridor interruption & Electrical outage - 2 x 60-90 minute outages - May 15 &16. Impacted staff will be emailed directly.

New Policies, Procedures, Alerts or Reminders

- a) Under filled EDTA samples with delta check MCV should NOT be released. They should be reported as unsuitable and/or underfilled.
- b) ESR results not transmitting to Cerner as of the 6th May, Pathology IT investigating. Use the manual worksheet until the issue is resolved.
- c) Please unpack deliveries when they are received, do not leave unopened packages on seniors desk. Document lot number and expiry date of products and leave just the delivery slip on seniors desk.
- d) Reminder when using IH500 for phenotyping that results can be compromised by DAT positive cells regardless of the fractionation. Appropriate phenotype testing must be done in tube.
- e) When Pharmacy drop off the release cards for the ScIg products Hizentra, Xembify or Cuvitru, can we please complete these orders as soon as possible. Any issues need to be brought to the attention of Andrew or the 2IC for follow up ASAP
- f) From 6th May 2024 Ivlg / CMV Ig orders are sent to us via the normal process. However, all orders will require 3 points of ID for us to process them (NAME [Full], MRN and DOB) .
- g) Malaria is a DHHS Notifiable condition – Please ensure any positives are documented in the diary for the seniors to follow up.
- h) Flow is offering now new test – enumeration of CD3 T-cells for CAR-T cell patients, test code is vCD3, samples are CD3 collections, Mononuclear cells apheresis products (MNC(A) i.e. bag samples. Just to note, for this group of patients prior collections there is an urgent request of CD4/8 in AM to be run on Aquios analyser (these samples are still day-booked as CD4/8)
- i) Irradiated packed red cells orders with now be accompanied by an irradiated check for all patients who do not have an irradiated comment in the transfusion requirements. See Tayla's email from 07/05/2024 for further explanation on how to action the irradiated check. This test code will be used to capture patients who may need irradiated units that we have not previously been notified about.

Rosters / Staffing / Recruitment

- j) Roster published until 18/08/2024
Issues or Volunteers please email the haem.lab.managers@alfred.org.au
- k) Starting from next pay period end the seniors will no longer be submitting ehubs for personal leave on your behalf. It is your responsibility to review your kronos and submit ehub requests for any awaiting evidence by 9am Monday morning at the end of the pay period. If you submit an eHub with an error it will be rejected for you to correct.
- l) If you require assistance with payroll please supply haemlab managers with a copy of the payslip your query relates too.
- m) Sarah S was the successful candidate for the additional flow position. Multiple recruitments are still underway.

OH&S or Environmental issues

a.

Staff concerns or suggestions for future “group consultation”

- n) 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

- o) Carmela and Hamish welcomed baby boy Luke on 23/03/2024

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