

General Information

- a) Reminder to staff to pass over the phone(s) for unplanned leave if a senior is on site
- b) Unplanned leave and swap form has been redesigned to make the swaps clearer. Please provide any feedback.

Blood bank notes

- c) DO NOT divert the MTP phone. We have this phone separated from Ext 63100 as this extension is very busy and MTP phone calls need to be able to come through uninterrupted.
- d) 4 x A FFP Low titre A/B with trauma tags standard reserve
- e) Low A/B titre must be added to the product when receipting A FFP. Please also separate the A FFP from the A Low titre A/B FFP into their separate locations in the freezer.
- f) Any issues during trauma, anything that isn't of normal process eg, excess phone calls, please bring to our attention so we can highlight and feedback to improve the process.
- g) The NaOH must be diluted before being placed on the IH500
- h) 3rd IH is in use. This analyser is primarily for running panels, phenotyping and titres. New phenotyping controls (duffy, kidd, MNSs) every Monday on this analyser only.
- i) When ordering QC. Please select 'this device only' before selecting tests to ensure we are only requesting tests for each analyser and not the Manual QC bench.
- j) Please unpack all deliveries, date and initial as soon as possible after receipt. This is to store the product at the appropriate temperature.
- k) As of the 2/9/24 we now need to place orders with ARCLB for HLA platelets. Please do so as the E-orders come in. More detailed process to follow.

New Policies, Procedures, Alerts or Reminders

- l) Malaria's on the TAT monitor may have been stored – please proactively look for them
- m) Staff are reminded to document their phone calls to medical staff IN CERNER – we have had another incident when our staff member claims to have made a call and the medical staff claim not to have received one.
- n) Daily change of methanol for BM fixing added to Haematology Duties Log.
- o) Where there is a disagreement in perception of following an SOP it is not the role of one staff member to advise/persuade another staff member to not follow a SOP. The senior(s) scientists managing the area finalise the procedure and document as appropriate. Some of our commenting eg MCV delta, are a coverall to protect staff as the FBE continues its way to morphology for a more complete comment.
- p) Not advised to try and straighten bent needles and/or adjust mapping on the STAGO analysers. Any bent needles should be changed, if OOH consult STAGO hotline.
- q) ESR results still not transmitting from MiniCube to Cerner, continue with manual entry of results. Sandringham's device has been returned. We are looking at replacing the minicube and asked for EOI for validation of new platform.
- r) Flow lab:
 - a. Validations of LSUB & CD4/8 under review – any outside values or concerns- give to senior / Julian Bosco folder
 - b. New NHLt2 (CD200) validated to be used by Flow

Rosters / Staffing / Recruitment

- s) Please start putting your December / January leave requests in so we are well prepared for the next cycle.
- t) Please review your Kronos with adequate time for Steve or Jocelyn to make amendments, a reminder this is a manual process.

OH&S or Environmental issues

- u) There is temperature layering in the lab – air vent 28oC, body height 22oC, foot height 18oC. Adjusting the thermostat will only give use hotter heads, not warmer feet.
- v) The Grade 3 biochemistry has relocated to the “core” area closest to the track / E801 to accommodate the new water filtration system.

Staff concerns or suggestions for future “group consultation”

w) Any concerns can be brought to this meeting, personally brought to a senior scientist, emailed to a senior scientist or pathologist or anonymously put into the “silver” box.

IT issues / Network Alerts / Trials / Projects

x) Stago Analyser evaluation for Westerns group – completed.

y) COAG1 design complete. Planning with IT to move to prod.

New Staff / Social Events / Congratulations / Conference applications

z) Two new masters students coming – Martina and Amirreza

aa) Steve is attending a conference in NZ this week as a presenter

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