

AGENDA

Chairperson:	VKI	Date and Time:	28 July 2008 11.00am – 12.30pm
Venue:	FSS Conference Room 611	Contact:	
Attendees:	VKI, JAH, AAP, AM, AJS, EJC, KDR, PAC, PT, TEN, WH		
Apologies:	CJA, RS		
Guests:			

Follow up meeting on preliminary DNA IQ audit report

- Audit report has been prepared – currently in draft. PAC agrees with comments made in the draft report. Audit report covers process from start to finish.

Summary found at -

<I:\AAA Analytical Section\Adverse event investigations\IQ extraction evaluation July 2008\DNA IQ troubleshooting strategy 25-7-08.doc>

Agreed with findings and actions. Steps to commence -

1. Troubleshooting – look at performance of pipettes and syringes
2. Review of methods, programs by PerkinElmer and other labs using multiprobe (not limited to those using platforms for forensic work). Look at enhancing existing program. Including review of deck positions.
3. Look at assessing current maintenance and ascertain whether additional maintenance steps are required.

All of the above actions can run concurrently.

- All extractions to stop on the platforms immediately. Return to chelex and nucleospin extraction* (*as required)
- Availability of bench space is an issue. Tom and Allan to manage extractions with current amount of staff and using current bench space.
- Currently approx 6 batches that have had off deck lysis completed will now have manual IQ performed. Notes must be included that detail what steps will be taken to do this.
- How & When to return to using platforms?
Discuss regularly at Management Team meetings to identify a decision point.

CaSS | Forensic and Scientific Services

A CLINICAL AND STATEWIDE SERVICE

DNA Analysis - Management Team

- A Virtual Extraction plate (mini extraction plate) to be done of everything processed since implementation of platforms (October 2007). A team will be put together to review these results. (team = staff from the Reporting teams). Need to cross check all extraction plates – priority plates first (most plates will have a priority 1 sample on them).
- VKI will forward a briefing to executive.
- Separate correspondence to be prepared for QPS regarding manual extraction processes / audit findings / timeframe reduction.
- Susan Brady, Angelina Keller, Rebecca Gregory to obtain the required information from AUSLAB (approx 140 batches) for the checking to commence. TEN to prepare a brief procedure on the process.
- Team Leaders to meet with their teams this afternoon (briefly) to advise of the outcomes of this meeting, with a full team meeting planned for tomorrow (Tuesday 29 July).
- Follow up individual team meetings to occur after this whole team meeting to answer any queries.
- Reporting of samples from October until present - Case Scientists to decide on a case by case basis.

