

Microbiology Council Minutes

Thursday, January 24th, 2013, 7:00 pm

Review and sign-off of the minutes is mandatory for all Micro staff prior to next meeting.

Deadline 3-7-2013

Attendees

Facilitator: Jerry Claridge Note taker: Michael Majors
Present: Jennifer Baldwin Bonney, Krystal Colwill, Ashley Peterschick, Tony Vang, Phyllis Verduin
Absent: Nick Fuller

Review / Approval of Previous Minutes

No corrections or edits were submitted.

Old Business

Gram Stain & Trichrome Smear Preparation/Initialling

Presenter: Jerry

Please remember that all primary gram stain and trichrome smears must be initialled by the person preparing the smear. This became mandatory 12/6/12. Compliance has been poor at times. People reading smears should reminder staff in set-up area if they are seeing smears that have not been initialled.

Billing Protocol

Presenter: Jerry

Discussion of a protocol for billing was delayed until next meeting.

VPDNA Testing

Presenter: Jerry

The changes for VPDNA testing as described in the previous minutes are on schedule for mid February. Jerry will communicate any pertinent details as the go-live for the new test codes approaches.

Barcode Scanners

Presenter: Jerry

The barcode scanners on the 6th bench and the gram stain reading bench were programmed for double entry to allow for quicker access to the result entry field. There hasn't been much feedback, but if you have comments please see Jerry.

Carrot Broth Tiles

Presenter: Jerry

Please be careful with the tiles. Lay a paper towel down when retrieving tiles so that if any fall out they can still be used. We continue to have issues with running short on tiles.

New Business

PCR Testing – BD MAX

Presenter: Jerry/Michael

Acquisition of the BD MAX instrument was approved. The instrument should be installed in mid-February. A BD molecular consultant will come to assist with the installation and provide training. Michael will be coordinating the verification of the new instrument. A request for the interface to LIS was submitted but the interface may not be done until a later date.

Fungus Isolates from Routine Cultures

Presenter: Jerry/Jen

Please bring up all fungus isolates on Rounds before placing them in the fungus room and/or adding the FUNGPRES comment. Some molds are frank pathogens and should be worked up and reported right away.

Notifiable Pathogens & Alert Values

Presenter: Jerry

Please remember to call clients with Alert Values and Notifiable Conditions. This includes isolates submitted for ID or confirmation. Make sure to document phone calls in the body of the report.

Question: Do we need to call positive Cryptococcus Antigen results if there is a previous positive?

Answer: No, as long as the call for the previous result was documented.

Retrieved Specimens & Reset Cultures

Presenter: Jerry

We need an internal system to document when a specimen has been retrieved and the culture has been reset. The person that retrieves and resets a culture should enter "reset date/time" in the SREQ field. When pending logs are reviewed, be sure to check the information under SREQ. Additional information regarding a reset culture can be documented under a work-up.

New Employee Training

Presenter: Jerry

New employee training has been identified as an area that could be improved and standardized. Jerry asked for volunteers that would be willing to participate in gathering ideas, enhancing checklists, competency exams, etc. Ashley, Jen, Michael, Phyllis, and Tiesha volunteered. If anyone else that is interested in participating, please see Jerry or Phyllis.

Action items	Person responsible	Deadline
✓ Arrange meeting	Phyllis	TBD
✓ Meet to gather ideas and suggestions for improving and standardizing new employee training. Report back at next Micro Council.	Group	3/7/13

AFB Smears Read on Evenings

Presenter: Tony/Jerry

Now that we are heat-fixing smears for 2 hours, the afternoon batch of AFB smears is typically left for 2nd shift to read. Technical staff on 2nd shift should count on there being a batch of smears to read. They do not need to be read right away but need to be finished on 2nd shift. Any positive inpatient results should be phoned right away. However, positive smears on outpatients can be called in the morning. Be sure to draw attention to these results so that they are phoned first thing.

Staffing

Presenter: Group discussion

1st Shift: Can the 0600 Set-up tech come in later so that there is better coverage at the end of the day?

Discussion: The current schedule is OK and provides help to the end of 3rd shift. Phyllis will try to watch lab assistant coverage for the afternoons.

3rd Shift: "It seems that Graveyard is running to short and needs help. Could we consider having a swing person work later or get a list of Day people that would be willing to come in earlier....not a popular idea but maybe it would help. Perhaps we need to hire another lab assistant."

Discussion: It is not necessary for 3rd shift to complete all of the work that comes in on that shift. Additional staff has been allocated to 1st shift to manage the technical work. If there are specific issues regarding staffing and workflow on 3rd shift, please discuss with Jerry.

Blood Culture Bench: "It would help the department scheduling if additional people were trained on Bloods... Maybe one of the Blood culture techs could write up a little "helper training list" for various exceptions that are not in the procedure. This could help with training."

Discussion: Training additional people has been an ongoing goal. However, due to current staffing issues and student rotations, it has been very difficult to schedule training. Additional training is also needed in other areas, such as AFB & Mycology. Phyllis and Jerry will address training schedules as soon as possible. Training should include a review of written procedures and the use of official training checklists. If there is any information lacking from the technical procedure, please submit suggestions to Michael for follow up.

Trichrome Smears

Presenter: Group Discussion

Comment: "I think we need to make up a QC box of positive trichrome slides. This would be especially helpful with protozoa are being identified."

Discussion: There is a comprehensive collection of permanent smears that are used for student training. These could be used by anyone that would like to review positive slides. Please contact Tim to arrange access to the student slide collection.

Epic's Impact on the Lab

Presenter: Group Discussion

Question: How will Epic affect the Lab specifically?

Discussion: Jerry will get details and report back at the next MC meeting.

Barcode Labels

Presenter: Group Discussion

Question: Can something be done to improve the scanability of our barcodes?

Response from Jerry: Unfortunately, most of the issues are related to our label stock and not the printers. The people who come to fix the printer are researching different label stock.

Rockwood Samples

Presenter: Group Discussion

Question: What do we do with CSF samples that come from Rockwood and they order a separate gram stain and the culture, which already includes a gram stain?

Response from Jerry: Create a CRM case to cancel the extra gram stain. See Jerry with examples or questions.

Pending Lists

Presenter: Group Discussion

Question: Some of the pending lists get done twice daily. Is this necessary? Should we ever go back 30 days instead of just 7 days?

Response from Jerry and group discussion: Yes, please continue doing the pending lists as frequently as they are now. People that have extra time can run a 30-day pending list, but any issues should get resolved within the 7-day window. If you encounter issues that are not getting resolved, please bring those up to Jerry so that it can be addressed with the person(s) that didn't resolve the pending tests.

Blood Cultures with No Venipuncture Site Given

Presenter: Group Discussion

Comment: We should use standardized documentation for Blood Cultures received with no draw site given so that it's clear to the clinician.

Discussion: We should enter "Site not given" for these bottles. Do not use abbreviations such as "NG." Michael will update the Blood Culture Processing and Reporting Procedure.

Phoenix Workflow

Presenter: Jen

Question: Can the plate readers on 1st shift get regular assistance from the lab assistants to load Phoenix panels?

Discussion: We tried this in the past but it's too difficult to coordinate. Lab assistants on 1st shift have work priorities with processing specimens and managing CRM cases. It's not always possible for them to help with Phoenix panels and their availability is unpredictable day to day. When a plate reader is counting on them to come back and they can't make it, the workflow is delayed. A better solution would be for staff to utilize the "Helper List." No one should be leaving early until they have been through the list.

Question: Can we get another label printer for the Epicenter on 6th bench?

Response: Jerry will check into it.

Safety

- N95 respirator masks must now be worn when working at the biosafety cabinet in the BSL-3 lab. This includes specimen concentration/digestion and fungus/AFB culture manipulation.
- Our annual FIT testing is due in January. Please make arrangements with one of the testers to get this done by January 31st.
- Remember not to overfill the biohazard barrels when emptying completed blood bottles. The waste gets too heavy for housekeeping to remove from the barrel. The barrels should not be more than ¼ with blood bottles. The square waste bins are reportedly easier for housekeeping to handle when heavy.

R&D and Technical Updates

- More details will follow on the BD MAX instrument installation and training.
- This spring, our technical procedures and policies will be migrating from the intranet to a new web-based venue called Policy & Procedure Manager (PPM) on www.policytech.com. PAML currently uses this application to manage and store their policies and procedures. Michael will share more details as we get closer to going live with the new

application. In the meantime, you may notice a new standardized format that is being applied to new and updated procedures.

- There is a new gram-negative Phoenix AST panel available from BD that provides expanded MIC ranges and additional drugs. Michael is gathering information.
- **AST Technical Reminder:** When using the ID broth prepared by the AP instrument for Kirby-Bauer testing, you must make sure that the inoculum density is a 0.5 McFarland. If the AP instrument adjusted the suspension to a 0.25, you must go back to the original culture and use a Prompt to obtain a standardized inoculum.

Kudos

Kudos to Phyllis for her ongoing efforts to manage the scheduling!

The next Micro Council Meeting will be held
March 7th, 7pm