

Microbiology Council Minutes

Thursday, October 24, 2013, 7:00 pm

Attendees:

Facilitator: Jerry Claridge

Present: Krystal Colwill, Jennifer Baldwin Bonney, Ashley Peterschick, Tony Vang, Phyllis Verduin, Tiesha McCain, Shannon Sabins

Absent: Nick Fuller, Michael Majors

Review / Approval of Previous Minutes

Minutes were approved. No corrections or edits were submitted.

Reflection:

The reflection was given by Tiesha; the reflection will be given by Michael at the next meeting.

"There are two distinct classes of what are called thoughts: those that we produce in ourselves by reflection and the act of thinking, and those that bolt into the mind of their own accord." -Thomas Paine.

Old Business:

Bench Plate Stocking Procedure Report

Tiesha will report at next meeting.

New Employee Training Checklist

Phyllis and Jen BB are working on making procedures for ordering and tracking in specimens. They will report back next meeting.

Dating Sub Plates

Make sure sub plates for ID's are dated. The Council discussed purity plates, which should be dated. If someone forgets to date a purity plate, it can be assumed that the plate was set the same day as loaded on the Phoenix.

Surveys

The **PHS:LAB-Annual Laboratory Compliance** is to be completed by **11/27/13**, and the **Culture of Safety** survey is extended to **11/3/13**. We only had 79% participation in the Employee survey, just missing our goal of 80%.

New Business:

Micro Council Elections

Ashley, Nick and Phyllis have completed their two years on the Micro Council. It was discussed during the meeting that Micro Council is important and should be continued. There was no vote for new members due to lack of volunteers for positions. Shannon Sabins volunteered for a position. Sydney Henderson and Cassi Miller volunteered after the deadline. Since they did show interest, and there were two more holes to fill, they will be on the council as agreed by the micro council.

EPIC Go-live

The go-live went fairly well. The biggest issues right now involve CWD, MRSPCR orders, and not releasing test orders. The physicians are ordering CWND, CWND and CMRSA. These issues are being worked on and should be resolved soon.

PSHMC Dress Code

The Hospital dress code has been revised. Changes that affect the lab will be announced as Jerry finds out.

Overlake Hospital AFBs

We are receiving AFB samples from Overlake Hospital that were previously sent to the U of W. We can expect one or two samples a day. They frequently request AMDT (NAAT) test which we send to the State Lab. Procedure for reporting out is currently being worked on.

REFLB/MBREF codes

The new codes are working so far; contact Jerry if you have any questions or issues.

KRONOS shift approval

Make sure you always approve your timecard anytime you clock out, even if you clock out in the middle of your shift.

New QC labels

Make sure you use the right label for the correct day; they are in separate folders by day of the week.

Unresolved/Repeat BD Max results

Put new blue septum caps on before repeating PCR to prevent contamination.

Anoxomat timer not being used

Please start using the timer every time you run up an anaerobic jar. Jars have been found sitting out on the counter too long.

Calcofluors on CHI clients

There is a 24 hour turnaround time for CHI calcofluors, please make sure they are being done on each shift.

Fungus Billing

Fungus smears should not be billed each time they are done when CFC or CFS are ordered, only credited if they are not done.

Parking Lot Break-ins

There have been some recent break-ins in the parking lots. Don't store valuables in sight, put them in the trunk or bring them inside.

VAGPAN labels

It was discussed if lab assistants could label VAGPANs so techs didn't have to sit and remove labels. It was decided that there currently isn't time for a lab assistant to do it. The topic will be discussed again once we get our new label printer. Also a reminder, the original label must be removed before putting into the heat block and not just stuffed inside, as the label can insulate the specimen and not allow it to get to the correct temperature.

Rumor control:

The rumors that PAML sold to Quest and the rumor that PAML is taking back all of the microbiology work are rumors. Jerry is not aware that these are any more than just rumors. Jerry will update everyone if he hears anything different.

Sendouts

Who follows up on sendouts? Should a particular bench be in charge of checking the sendout book? It was decided that the Tuesday Helper would print a pending list for Urines, Wounds and Stools that goes back 100 days to make sure sendouts and other specimens weren't missed. All other benches (Bloods, setups, PCR) should also do a pending list on Tuesdays that goes back 100 days. If this is done regularly, it shouldn't take much longer than a normal list.

CFL and CCSF

Is there a billing difference between CFL and CCSF? Is it necessary to change the orders from one to the other? **Yes!** There is a difference and it should be changed.

Helper List

Can we add PCR to the helper list? Yes. Jen BB will discuss with Michael. Also, please remember to check the helper list when you are done with your bench and assist as necessary. It is located on the back of the binder at every bench.

O&Ps

A reminder that O&Ps with clear or small amounts of sample need to be centrifuged before making a trichrome. If not enough material is observed after centrifuging, please consult with the supervisor. It was asked if Jan can create a comment indicating inadequate amount of sample. Jerry will discuss this with Jan and put it into the procedure. Too much sample is also a problem, and should be thinned with saline as indicated in the procedure.

Workup Documentation

The procedure requires workup documentation for everything that is reported. Results are needed for each tube set up. Saying "rounds" or "done" is not sufficient documentation of work load. If it is not recorded, it is not done! Everything needs to be in the computer.

Blood Bench Plates

Why aren't we saving plates for bloods?

Since we have the space, we can start saving finalized plates above the bench.

Breast Milk Donor Cultures

Do we need to ID beyond "GNR" and load the organisms on the Phoenix?

The procedure needs updating, they are not treating the patients. Sensitivities don't need to be done. Identification should be whatever you can quickly do. I.e. Gram negative rods, Bacillus sp, Strep, Staph, etc. The client just wants to know if bacteria is there, and how many. Jerry will talk to Michael about clearing up the procedure.

Blood Culture Instrument

It was asked if we could stop using the bottom four drawers in the HF side of the blood culture machine. Jerry said there was no reason that we had to use them. Jen will put a sign on them.

CRM Log

Please remember to put specimens on the CRM log before you leave. Leaving them on Bobbie's desk is not acceptable.

Blind Sub

After a bottle is flagged two times for blind sub and put on the log, can we just reload to the machine so the bottle is finalized at 5 days instead of 9 and we can get rid of the odd bottle log?

Jerry will discuss this with Joanne and no changes to the procedure will be made yet.

Body Fluids

If a body fluid culture is negative and the bottles are positive, the plates should be given to the blood bench. If the plates are positive before the bottle, the bench with the positive plates should keep them.

Cryptococcal Antigen Testing

It was asked if we could revert to the old method of putting labels on the window of the refrigerator door as some people like to use more labels. It was decided that we would go back to leaving the labels on the window.

Billing Keyboard

It was asked if Jan could create a keyboard for billing shortcuts. Jerry will talk with Jan.

Online Schedule

An online schedule was discussed, so schedules could be looked up from home. This is something that will be looked into, if anyone has any suggestions, talk to Jason or Shannon.

Safety

- Phyllis brought up that the edge of fungus plates are often contaminated, possibly from taping plates with dirty gloves. Can people put new gloves on before taping? It was decided that we will try stacking plates and taping at once with new gloves or clean hands to see if this cuts down on contamination.
- Filters on the O&P hoods were changed and validated recently.

R&D and Technical Updates

Kudos

- Thank you to Jan and Jerry for doing Epic Training.

The next Micro Council Meeting will be held
November 21st at 7:00 pm.