

# Microbiology Council Minutes

Thursday, May 21, 2015

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

Deadline 6/30/2015

## Attendees

Facilitator: Jason Ammons Note taker: Michael Majors

Present: Nick Fuller, Steinnun Lonam, John Lord, Cassi Miller, Joanne Turner, Phyllis Verduin

Absent: Shannon Sabins

## Review / Approval of Previous Minutes

No corrections or edits were submitted.

## Reflection

The reflection was provided by Shannon (read by Jason).

## Old Business

### New Employee Training

The urine bench, mycobacteriology, and mycology checklists have been drafted. Other areas that need checklists include the blood bench.

#### Action items

✓ Start working on blood bench checklist

**Person responsible** **Deadline**

Jenn

6/30/2015

### CSF Specimen Storage Reminder

All CSF specimens are now managed in SSR. Please remember to put these samples in the bucket with the urine specimens.

### Media Stocking

Media stocking levels on the set-up bench continues to be an issue. At the end of your shift, please make sure that there is sufficient media for the next shift. A minimum of 4 stacks of BAP, CHOC, CNA, and MAC should be out and a minimum of 10 plates of each medium for routine stool culture. A suggestion was made to rearrange the storage for CNA plates in the refrigerator so that 3<sup>rd</sup> shift would not have to go to the walk-in to retrieve additional media. Follow-up: There are now fewer CHOC plates and more CNA plates in the department refrigerator.

### GI Bacterial Panel

We are still receiving a few specimens intermittently. All inpatient testing is supposed to convert from culture to PCR at some point. Until that happens, be sure to watch the expiration dates on the reagents after they are opened. They are only good for 2 weeks. We will need to throw away expired tests until the volumes pick up.

## New Business

### Financial Update

- Net revenues up \$1.1 million
- Expenses over budget by \$2.9 million (salaries and supplies)
- SHMC admissions 2.5% below budget
- SHMC ED admissions 25.6% above budget

### New Competency Assessment Process Coming Soon

In order to comply with CLIA and CAP requirements, the laboratory must implement a structured and standardized process to evaluate testing personnel for competency on all test systems. The supervisors have been working with laboratory education to develop a competency assessment program over the past several months. The targeted go-live date for the new program is 6/15/2015. The Micro Council will be meeting on 6/11/15 for orientation so that they can assist with the implementation of the program. More details will follow.

## Blood Culture Bottles from Outpatients

All incoming blood culture bottles (especially those from PAML) should be checked for microbial growth when they arrive. This can be done by examining the pH indicator on the bottom of the bottles. Refer to the Blood Culture Procedure for a visual example. Also be aware that some blood culture bottles are submitted from PAML clients as positive and ordered as CIDS. These should NOT be loaded onto the blood culture instrument. They need to be handled as positive blood cultures.

## Microscope

The odd microscope we inherited from a trade with another department is not liked/used by some. A suggestion was made to move the old calcofluor microscope out into the department since it can function as a light microscope.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Determine if the old calcofluor scope should be moved	Jason	6/30/2015

## CRM for Missing Sources

Testing for culture with missing sources is often completed and finalized before PAML is able to send the source information to us. We currently use a designation in CRM of "information needed to complete testing" when we create the CRM cases. PAML is asking why we need a source if the testing can be completed without it. While we do need to document sources for testing, maybe the comment code we use is not appropriate.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Determine if a different comment can be used.	Jason	6/30/2015

## Fungus/Swab Comment Missed

The comment needed for specimens submitted on swabs for fungal culture is frequently missed. In order to catch these, all specimens except fluids should be held in the "fungal save specimens" blue bucket in the setup area.

## Plate Streaker/Specimen Processing Instrumentation

A question was submitted about whether or not we will be getting new instruments for specimen processing/plate streaking. Jason said Dana is trying to find funding for new instrumentation needed in Microbiology but there are no solutions to report at this time.

## Polyclinic Update

Polyclinic has requested that all urine culture results for specimens received in the 2200 batch be reported before 2100. A suggestion was made to segregate the PC specimens so that they could be worked on first. However, this would place additional burden on staff processing these specimens to mark or designate the cultures. We would also run the risk of not marking or designating them correctly and not reporting the results on time. Rather than dealing with segregating the Polyclinic specimens, it was decided that the 2<sup>nd</sup> shift bench techs would take all of the cultures in the 1900-2359 row to work up first. However, this would mean that some of the "mixed flora" cultures would need to be left for 1<sup>st</sup> shift to review and final. Final results will also need to be reported prior to 2100 on the second day. The cultures will need to be clearly marked in the "olds" incubator so that they can be pulled and reported by either 1<sup>st</sup> or 2<sup>nd</sup> shift.

## Workup Keyboards

Jan will be working on updating/improving the workup keyboards. If you have ideas or suggestions please send them to Jan.

## Resistant Organisms

Don't forget to add the RESOR1 comment when you have a GNR that is resistant to 3 or more drug classes. This includes GNRs tested by E-test. The AST Availability document has been rearranged so that the drugs are grouped by class to help serve as a quick reference for drug classification. You can still search the document for specific drugs by pressing Ctrl + F (find). This allows you to type in a drug name or word to search.

## Daily Temperature QC

Temperatures must be entered before midnight. Otherwise, it creates problems for our records and is difficult to explain during inspections.

## Using "CB2" Function for Non-Critical Reports

The CB2 function is used for critical values for PAML clients. It is unclear if the same function should be used for alert values and corrected reports. If it can be used for alert values and corrected reports, should these be done on 1<sup>st</sup> shift rather than 2<sup>nd</sup> or 3<sup>rd</sup> shift if the information is not critical?

Action items	Person responsible	Deadline
✓ Seek clarification on when CB2 should be used.	Jason	6/30/2015

## Inventory Control

If you use the last kit or any other supply item...

1. Do not throw away the original box.
2. Leave the empty box in the reagent prep room.
3. Write the item on the clip board for ordering supplies.

## Calling Clients vs. Waiting for a Response in CRM

Is it OK for Bobbie to call clients for certain things? As long as it is documented in CRM.

## Mycoplasma/Ureaplasma Cultures

Should we move CURMY culture reading back to Mycology since evenings are so busy now?

Action items	Person responsible	Deadline
✓ Determine best bench for CURMY testing	Jason	6/30/2015

## Do we still need a Blood Culture Log for Positives

We do need a log for documenting the tube coag results for staph. If you have feedback on whether or not the log is useful, please speak to Jason.

Action items	Person responsible	Deadline
✓ Determine if we can discontinue the blood culture log.	Jason	6/30/2015

## Cell Phone Reminder

**Do not use or store** personal items in the work areas. Personal items can easily become contaminated from being handled while working in the laboratory. Do not lay personal articles, such as handbags, cell phones, or eyeglasses on your work area.

## R&D Update

We are still evaluating Microscan panels for MIC testing in lieu of E-tests.

We will be evaluating a new method for concentrating O&P specimens that would eliminate the need for formalin and ethyl acetate and would reduce the amount of labor involved with concentration. Please save ALL positive specimens!!!

### **Kudos & Thanks!**

- Many thanks to 1<sup>st</sup> shift from those on 2<sup>nd</sup> shift! Everything that you do to help lighten the load really helps!
- Kudos to Jason for taking on the responsibility of supervisor!

The next Micro Council Meeting will be held  
**June 11 at 1700 (orientation for new competency program)**