

# Micro Council Meeting Minutes

1900

5-2-12

**Facilitator:** Jerry      **Note taker:** Michael Majors

**Attendees:** Jane Mattson, Michael Majors, Ashley Peterschick, Nick Fuller, and Phyllis Verduin

**Absent:** Amanda Bobick , Tim Hawley , and Lynn Weedmark

**Review and sign-off of the minutes is mandatory for all Micro staff prior to next meeting.**  
Deadline 6-6-2012

## Old Business – Reallocation

<b>Agenda item:</b>	Helper List	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	Since more work has been shifted to 1 <sup>st</sup> shift, we need to revise the helper list. Now that there is a designated person for PCR testing Tuesday through Saturday, helping with PCR is no longer a priority. Help is more likely to be needed in the set-up area. The Set-up bench has been moved higher up the helper list for several benches (see attached). Jerry would like to try using the new list for a few weeks and then reevaluate if necessary.		
<b>Agenda item:</b>	Start Times	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	We have experienced issues with the start times of some of the benches on the new schedule. There needs to be overlap between shifts for handoff communication and we need to make sure scheduling allows for work to be completed. In order to ensure that there will be overlap between shifts, some benches will not be able to flex start times by 30 minutes.		
<b>Conclusion:</b>	Start times were proposed for specific positions. The start times for these positions would not be able to flex 30 minutes earlier or later. Effective Monday, May 7. Set-up Bench (S1) 0600 Set-up Bench (S2) 0700 PCR Bench (P) 0700 1 <sup>st</sup> shift MLT (Tami) 0530 First tech on 2 <sup>nd</sup> shift 1500 3 <sup>rd</sup> shift technical staff 2100		
<b>Agenda item:</b>	Duties for 1 <sup>st</sup> Shift Set-up and PCR Benches	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	Since we have moved work and personnel onto 1 <sup>st</sup> shift, it would be helpful to have a list of responsibilities for the Set-up and PCR benches.		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Compile a list of responsibilities for S1 and S2 positions	Ashley/Michael/Jerry	Completed
✓	Compile a list of responsibilities for the 1 <sup>st</sup> shift PCR bench	Micro Council	Completed
<b>Agenda item:</b>	Location for transferring cultures from 2 <sup>nd</sup> shift to 1 <sup>st</sup> shift	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	The location for transferring cultures from 2 <sup>nd</sup> shift to 1 <sup>st</sup> shift has been established on the shelf by the day 2 urine culture bench. Please make sure to use the log to communicate why the culture is being left for review. Also remember to enter RPEN with the current date in the culture report. The person working with day-2 urine cultures will be responsible for following through with the culture. The 2 <sup>nd</sup> shift person that left the culture for review is responsible for checking the end result and initialing the review log.		
<b>Agenda item:</b>	Stocking Benches	<b>Presenter:</b>	Ashley
<b>Submitted Question:</b>	The 1 <sup>st</sup> shift lab assistants are finding it difficult to stock bench supplies in the morning. Is this necessary? Can the bench techs get their own supplies as needed?		
<b>Response from Jerry:</b>	Bench techs can restock their own benches. However, lab assistants are still responsible for ensuring that all of the benches are adequately stocked. This task does not need to be completed in the morning and can be done in the afternoon if it works better. Otherwise, simply check with technical staff to see if any supplies are need for each bench.		

## ***New Business***

**Agenda item:** Storage for Extra AST Disks **Presenter:** Jerry

**Submitted Question:** Can we keep all the extra tubes of AST disks in the freezer container only and not in with the dispensers?

**Discussion:** Yes, as long as the disks are cheked for QC each week, they can be stored in the freezer.

**Agenda item:** Send out Procedure **Presenter:** Jerry

**Discussion:** We need to develop a written protocol for sending out isolates to reference laboratories (State labs, ARUP, etc.). The procedure should include what paperwork needs to be filled out, where it is located, documenting information on the send out log, where to take the isolate and paperwork, etc.

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
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✓ Find a volunteer to draft the procedure... Amanda?	Jerry	6/6/12
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**Agenda item:** QC Documentation **Presenter:** Jerry

**Discussion:** All QC results must be documented in LIS. This includes AFB stain QC from each batch. Refer to e-mail from Jan regarding entering multiple QC results on the same shift.

**Agenda item:** Night Shift Lead Techs **Presenter:** Jerry

**Discussion:** N'Vida and Joshua will be alternating the role of lead tech on 3<sup>rd</sup> shift.

## ***R&D Status Update***

**This section includes a summary of Microbiology projects that are currently underway.**

**Project:** MIDI HPLC testing for the identification of *Mycobacterium* & Mycolic Acid Bacteria.

**Status:** Near completion - Validation for primary species is complete. Other species will be completed as they become available. The procedure finalization is in progress. Staff training in progress.

**Project:** Caspofungin disk diffusion testing for *Candida* species

**Status:** On hold - Caspofungin testing is useful for isolates that are azole-resistant. There are CLSI standards for performing caspofungin disk diffusion, similar to what we currently perform for fluconazole and voriconazole. However, the disks are not currently commercially available. Research use only disks were obtained from Merck. A validation study was completed using past CAP strains and clinical isolates previously tested by MIC at ARUP. Disk diffusion testing with these isolates correlated well with expected results. After follow up discussion with Merck, they have agreed to support commercial production of the disks through BD. There is not yet an estimated time for availability. However, we may be able to begin testing once the manufacturer establishes product stability.

## ***Kudos***

**Thank you to everyone that has helped get the work done on 1<sup>st</sup> shift!**

## ***Next Meeting***

**Date:** Wednesday, June 6

**Time:** 1900

### 1<sup>st</sup> Shift MT/MLT Set-ups Responsibilities

Process incoming samples

Miscellaneous stool tests (FAT, STPH, SRS) – at least one batch per shift

Cryptococcal antigen tests

Gram stains – prioritize surgeries, CSF, and any tests ordered STAT

O&P – preparing and reading concentrates, trichrome smears, Cryptosporidium smears, pinworm, scabies, parasite ID, Trichomonas cultures

Print O&P pending log before CHI run and check

Wet mounts

Fungal smears – calcofluor and KOH preps should be completed by 1400

BD Affirm tests (VPDNA)

AFB Smears

Rapid antigen tests

Cover for positive blood cultures when Blood Bench tech is away

CLOTests (HPS)

Answer phone

### 1<sup>st</sup> Shift PCR Responsibilities

Do VPDNA tests first

Do MRSA run next

Start Cdiff run before lunch or soon after

Do second MRSA run if necessary

Check Strep B specimens

Print and check pending log

Help Set-ups if time permits

## Helping Priorities

When finished with your own bench work, use this list to check other areas for work prior to leaving low census.

<b>Urine New</b>	<b>Urine Old</b>	<b>Wound New</b>	<b>Wound Old</b>
Urine Old	Urine New	Wound Old	Wound New
Wound New	Wound New	Urine New	Urine New
Set ups	Set ups	Set ups	Set ups
Wound Old	Wound Old	Bloods	Bloods
Bloods	Bloods	5th, 6th Bench	5th, 6th Bench
5th, 6th Bench	5th, 6th Bench	Urine Olds	Urine Old
AFB/Fungus	AFB/Fungus	AFB/Fungus	AFB/Fungus
PCR	PCR	PCR	PCR
<b>5th Bench</b>	<b>6th Bench</b>	<b>Blood Bench</b>	<b>Set ups</b>
Wound Old	Set ups	5th, 6th Bench	Phoenix
Wound New	Wound Old	Set ups	Stock Plate Benches
6th Bench	Wound New	Wound New	O&Ps
Set ups	PCR	Wound Old	
Bloods	Urine New	PCR	
PCR	AFB/Fung	Urine New	
Urine New	Bloods	Urine Old	

\*Note: If you don't accept help, don't expect OT.