

# Micro Council Meeting Minutes

1900

7-18-12

Facilitator: Jerry      Note taker: Michael Majors

Attendees: Nick Fuller, Tim Hawley, Jane Mattson, Ashley Peterschick, Phyllis Verduin, and Lynn Weedmark

**Review and sign-off of the minutes is mandatory for all Micro staff prior to next meeting.**  
Deadline 8-22-2012

## Old Business – Reallocation

**Agenda item:** 2011 Employee Survey Action Plan – Communication      **Presenter:** Jerry

**Actions:** The 2013 survey will begin in late August and go through September. Below are the Action Items that we have been working on this year. Please review them to make sure we are making progress.

### In this organization, there is honest, open, two-way communication

- Increase consistency on dissemination of pertinent communication in the form of meeting minutes and/or email.
- A Micro Council representative will hold a Micro Council minute huddle after the minutes have been posted to discuss and/or clarify what is written.
- Include section in the Micro Council minutes or huddles to update everyone on current or up-coming R&D projects (see R&D Status Update below).
- Significant items discussed on Rounds that will affect how a culture will be worked up in the future will be communicated to all.

### My ideas and suggestions count

- Each Micro Council representative will communicate one-on-one with staff to get agenda items prior to each MC meeting.
- After each meeting, any ideas or suggestions that were not acted upon will be discussed to explain the status of that idea or suggestion.

Action items	Person responsible	Deadline
✓ Hold Micro Council minute huddles	Ashley, Lynn, Jerry	8/22/12
✓ Communicate significant changes that develop during Rounds	Jerry	Ongoing

**Agenda item:** Clerical Checking      **Presenter:** Jerry

**Discussion:** The clerical checking that is being performed as a result of the CAP inspection is proving to be a valuable QA measure. A few mistakes have been detected and were quickly corrected. Staff performing clerical checks should do so carefully to catch any mistakes.

**Agenda item:** Gram stain and Culture Review Logs      **Presenter:** Jerry

**Reminder:** If you leave something for review, you are responsible for going back to see what the outcome was and to initial the review log. This is a key point for communication and learning.

**Agenda item:** Critical Values – CAP Compliance      **Presenter:** Jerry

**Reminder:** When documenting calls for critical values, you must record the first name and last initial of the person the result was reported to. See [Procedure for Reporting Critical Values](#) (Lab General).

**Agenda item:** Micro Council Positions      **Presenter:** Jerry

**Discussion:** Election of MC representatives will occur in October. The positions that will be open include 1 on 1<sup>st</sup> shift, 2 on 2<sup>nd</sup> shift, and 1 on 3<sup>rd</sup> shift. If you are interested in serving on the council, or would like to nominate someone, please send an e-mail to Jerry.

**Agenda item:** Blood Culture Instrument from HF      **Presenter:** Michael

**Discussion:** The blood culture instrument we inherited from Holy Family has been verified and cleared for use. If you encounter any issues with the new drawers please notify Jerry.

<b>Agenda item:</b>	Send out Procedure	<b>Presenter:</b>	Jerry/Phyllis
<b>Discussion:</b>	Guidelines have been drafted for handling isolates that must be sent out to reference laboratories. These will be distributed to the department soon.		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Distribute and post final version	Michael	8/22/12

## New Business

<b>Agenda item:</b>	Staffing	<b>Presenter:</b>	Group discussion
<b>Discussion:</b>	The current sign-up system for finding PTO and EIT coverage is not working. There are too many holes and not enough volunteers.		
<b>Conclusion:</b>	<ul style="list-style-type: none"> <li>The best solution we have right now is to rely on people willing to come in early or stay late to help cover.</li> <li>2<sup>nd</sup> shift may not always be able to get the PCR testing completed. They should prioritize the Strep B tests that are due to be run, followed by C diff and MRSA testing if possible.</li> <li>3<sup>rd</sup> shift is not responsible for cleaning up everything before 1<sup>st</sup> shift starts! There may be nights when there are more STATS and positive bloods that take priority. We appreciate your hard work!</li> <li>With all the vacancies, vacations, FMLAs, surgeries, etc, there are going to be more days where we are extra short on all shifts. When there are a lot of Gram stains and O&amp;P samples left in the morning on 1<sup>st</sup> shift, it would help if all techs would take some and spend 15 - 25 minutes reading before starting your bench.</li> <li>Sean has returned to the department and will be helping to cover lab assistant vacancies. Sydney has been hired to fill the vacation/sick relief position. She will begin training 8/13.</li> </ul>		

<b>Agenda item:</b>	LIS Workup for Stool NLF Isolates	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	Could we get a work-up built for recording NLF test results on stool cultures (Urea, TSI, BAP sub)?		
<b>Action items</b>		<b>Person responsible</b>	<b>Deadline</b>
✓	Discuss with Jan	Jerry	8/22/12

<b>Agenda item:</b>	Send Out Container	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	Would we be able to put together a send out container in our department for all send outs slants that need to be taken to processing in the AM? This would be for the main lab area (not including AFB and Fungus). After all appropriate paper work and the organisms have grown on the slants, the paperwork and slants can be placed in this bucket and assigned to someone on days to take to processing. This will eliminate the hunting around for slants and miscommunications between shifts.		
<b>Discussion:</b>	Many felt it would be most efficient for each person to handle their own samples rather than combining them with others. If others in the department want this, they should express interest to Jerry.		

<b>Agenda item:</b>	Testing Non-fermenters	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	What is the protocol for handling susceptibility testing on non-fermenters other than <i>P. aeruginosa</i> ? Should they go on the Phoenix or set up with E-tests?		
<b>Conclusion:</b>	<p>Phoenix will provide AST results for most, but not all of the non-fermenters. A Phoenix AST availability reference list will be compiled to help guide testing on previously identified isolates. Phoenix should be used for all susceptibility testing except for the following:</p> <ul style="list-style-type: none"> <li>GNR not listed on the Phoenix availability reference list should be tested by E-test</li> <li>Non-fermenting bacilli respiratory isolates from CF patients should be tested by disk diffusion or E-test as indicated on the AST sheet.</li> <li>Slow-growing or mucoid strains that will likely fail to produce AST results on the Phoenix should be tested by disk diffusion or E-test.</li> </ul>		

Action items	Person responsible	Deadline
✓ Distribute Phoenix AST availability list for GNRs	Michael	8/22/12

<b>Agenda item:</b>	Storage for finished cultures – Mixed urine cultures	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	Can we segregate the Mixed Flora urine cultures into designated areas in the cupboard? They are the most frequent retrievals due to client requests.		
<b>Conclusion:</b>	Yes. People putting plates into the cupboard should keep the mixed flora cultures in front so that they can be found more quickly.		

<b>Agenda item:</b>	Billing for Fungus Smears	<b>Presenter:</b>	Jerry
<b>Discussion:</b>	<ul style="list-style-type: none"> <li>We <u>do NOT add Fungal Smear billing to PAML or SHMC fungus cultures</u> anymore. The billing is included with the CFC. <u>We DO need to credit the Fungal Smear (FSCR) if one is not done.</u></li> <li>We DO need to continue billing KOH (KOHb) on CFS when they are done. KOH is not automatically billed with a CFS.</li> </ul>		

<b>Agenda item:</b>	CRCF Plate Incubation	<b>Presenter:</b>	Jerry
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<b>Submitted Question:</b>	Is it necessary to reincubate the CO2 plates after day 3?
<b>Follow up with Dr. Robinson:</b>	The BAP and CHOC plates can be discarded after 48 h. These plates are used to rule out <i>S. pneumoniae</i> and <i>H. influenzae</i> . The MAC, BCSA, and MSA should be held for the full 5 days.

Action items	Person responsible	Deadline
✓ Update written protocols	Michael	8/22/12

<b>Agenda item:</b>	Prioritization of routine bacterial benches	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	We get quite a few phone calls from clinicians waiting for susceptibility test results. Is there a way to get these reported sooner to prevent phone calls? Should we prioritize work?		
<b>Conclusion:</b>	Input is needed from the department. Is there a standard organization we should adopt for the benches?		

Action items	Person responsible	Deadline
✓ Provide feedback to Jerry and/or MC representatives	Technical Staff	8/22/12

<b>Agenda item:</b>	Recollected Sputum Specimens for Culture	<b>Presenter:</b>	Nick
<b>Submitted Question:</b>	When we receive a poor quality sputum sample and recommend recollection, how do we handle additional samples that are submitted?		
<b>Conclusion:</b>	After the direct smear has been reported on the poor quality sample and the floor sends down a second sample, the original order should be finalized and then credited through function CRW. A new CRESP needs to be ordered and used for the new sample.		

<b>Agenda item:</b>	AFB Processing	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	There is still some confusion on which sources need the extra LJ and CHOC plates added.		
<b>Conclusion:</b>	Please submit specific source questions to Michael. The processing procedure can be updated as needed. When unsure about a specific source, go ahead and add the additional media and leave a note for follow up with Rounds.		

<b>Agenda item:</b>	Plate reading on 2 <sup>nd</sup> shift	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	Is it OK to leave mixed flora urine cultures for days if there's too much work for 2 <sup>nd</sup> shift?		
<b>Conclusion:</b>	Yes		

<b>Agenda item:</b>	Urine specimens	<b>Presenter:</b>	Jerry
<b>Submitted Question:</b>	Should we put unpreserved urine samples in the refrigerator if they cannot be processed right away (mainly on 3 <sup>rd</sup> shift)?		

**Conclusion:** Yes, we should have a separate bucket designated in the refrigerator so that these specimens get processed as soon as possible. Specimens in gray-top tubes don't require refrigeration. We must be careful to attend to these specimens so they aren't forgotten. Staff working in the set-up area should check this bucket at the beginning of their shift.

Action items	Person responsible	Deadline
✓ Label a bucket for storing urine samples that still need to be processed	Bobbie	8/22/12

<b>Agenda item:</b> PAML stool specimens for FL testing	<b>Presenter:</b> Jerry
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**Reminder:** Specimens need to be sent to PAML for lactoferrin testing. Refer to e-mail from Jerry

## Safety

As a result of the Culture of Safety Survey, safety topics/concerns will be discussed at each Micro Council meeting. Urgent safety concerns should be immediately addressed with Jerry. However, safety issues related to general practices can be addressed and discussed through the Micro Council. Please send suggested topics to the council via Jerry or a MC representative.

<b>Agenda item:</b> Biosafety cabinets and airflow from the hallway	<b>Presenter:</b> Michael
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**Safety Issue:** During certain days of the week, there is significant airflow in the hallway. During this time, air rushes into the Microbiology department when the front window is opened to receive specimens. If the window is left open, the air currents can disrupt the laminar airflow in the biosafety cabinets and release dangerous aerosols into the laboratory.

**Conclusion:** The front window should remain closed except to receive specimens. If you are using a biosafety cabinet and can feel a breeze coming in from the hallway, make sure the front windows are closed right away. A sign might help to remind staff delivering specimens to close the window when leaving.

Action items	Person responsible	Deadline
✓ Submit request for a sign to be made for the front window.	Jerry	8/22/12

## R&D Status Update

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

<b>Project:</b>	MIDI HPLC testing for the identification of <i>Mycobacterium</i> & Mycolic Acid Bacteria.
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**Status:** Training is ongoing. It's difficult to find time available to train due to staffing issues. The tentative plan for converting to the MIDI testing is late August. If staff are not fully trained, Michael will assume responsibility for performing testing while training continues.

<b>Project:</b>	PYR Reagent
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**Status:** The Hardy PYR reagent performed equally well to our current product from PML and the Hardy product is half the cost. We will be converting to the Hardy product.

<b>Project:</b>	Helicobacter pylori Susceptibility Testing
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**Status:** We would like to evaluate the possibility of performing AST for H. pylori isolates, but we need isolates for testing. Please give positive CLOtests to Michael, or sub the tissue to a BAP and incubate at 35°C in a microaerophilic jar. Thank you!

<b>Project:</b>	Caspofungin disk diffusion testing for <i>Candida</i> species
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**Status:** On hold – waiting for disk availability from manufacturer.

## Kudos

Thank you Phyllis and Jane for your hard work with the challenging task of scheduling. Thanks to all of you that have been able to help with coverage. Thank you to those that have worked so hard when we've been short-staffed. Your efforts are noticed and greatly appreciated!

## Next Meeting

**Date/Time:** Wednesday, July 18 at 1900