1. Microbiology Requisitions:

* Requisitions that are not scanned go into the brown folder (Requisitions to be Scanned) on top of the label printer. They are only filed above the computer once they have been scanned.
* Non micro staff can leave requisitions out on bench so micro staff can ensure all information was entered correctly.

1. Caroline:

* N95 Masks. Please do not reuse. It is not an acceptable process and they are onetime items. Please discard after one use. If you need more talk to supervisor. They are stores items. 1870+ are not on the floors yet. Still working on this. Floor had question about visitors of patients in isolation rooms. Should they use a mask? This is being worked on with Karen Pardy.
* Risk group 3 pathogen suspected, the specimen needs to be sent directly to Prov Lab. There is a procedure (Specimens Containing Suspected Risk Group 3 Pathogens) and flow chart to handle this situation. If we only get a specimen from the affected areas but no indication that Brucella is suspected, we can process the specimen here but need to put the green stickers on all plates and specimens. This includes blood culture bottles before they are loaded onto the Bactec. Map of affected areas is on the Bactec and BSC in microbiology. Please refer to procedure and flow chart.
* Wants to thank Vivian for helping to proof read TDG training. There is a module of training. There is a quiz with 100 questions. Need 80% to pass. Go to shared drive-biosafety program-training for contracted services-TDG. Will have to print off quiz and submit to Caroline for marking. This will be how we achieve our TDG training on an ongoing basis.

1. Expression of interest:

* For 1 year term for MLA to replace Connie. Will close on Tuesday.
* Also ones from last week for Territorial Managers were sent out by email. None of these were related to the laboratory.
* Jennifer doesn’t have any information about the positions that will be related to lab.

1. Minor Capital:

* Got rotator and phlebotomy chair.
* Was just approved yesterday.
* Jennifer also ordered some more chairs. They were no included in capital budget, came out of lab budget. If there is any money left over, Jennifer will buy more higher chairs.