Present: Moses, Solomon, David, Laura G, Joel, Laura S and Sarah

1. **Bench Duties:**
* Went over new Microbiology Shift Duties procedure.
* It was decided that each bench’s duties will be posted at each corresponding bench.
* It was discussed that this document is now in use, and that all technologists are expected to follow these duties at all times.
* If you are unable to finish your duties, it is your responsibility to ask another technologist for help. Also, if you are finished your duties, you must ask the other technologist if you can help them instead of just performing their duties without their knowledge.
* It was decided that maintenance checklists will be paper copies and not on TQC. April has been asked to remove the Vitek maintenance from TQC. When this is done, you will use the checklist that is on the clipboard on top of the Vitek.
* The Bactec will no longer print out a daily QC sheet. Instead, a checklist for the whole month will be used. It is located on a clipboard below the Bactec.
* Any other work that we do that is not being recorded will go on a checklist, which will be created.
* Laura S will look into the cleaners that are to be used to clean the TB centrifuge and sterilizer and what cleaner to use to clean the sash of both BSC.
1. **Daily Start-up:**
* Went over new Daily Start-up procedure.
* Again it was decided any work that needs to be recorded will be recorded on checklist to be created, not on TQC.
1. **Vitek QC:**
* New Vitek 2 Compact Quality Control sheet needs to be filled out each time QC is run and placed in front of the QC print-offs in the binder.
* Please circle if the susceptibility QC is a new lot or weekly QC
* New forms will be in the front of the Vitek QC binder
1. **Master Schedule:**
* It was discussed that there is a master schedule for microbiology, however it does not allow for any Tech 2 time.
* The group was asked if they had any suggestions on how they would like to see the master schedule look.
* It was suggested that it is difficult to make a schedule too far in advance in case someone requires time off. Everyone agreed that 4 weeks at a time is more manageable.
* Laura S will discuss our conversation with Jennifer
* MLA Joanne will be training in microbiology next week with Sarah. It is the plan that an MLA will added to the schedule to allow Tech 2 time to be scheduled.
1. **Gram stain/culture:**
* Technologists need to make sure that the gram stain and culture report correlates.
* If 3+ S.aureus is reported and the gram stain says No bacteria Seen, this is does not correlate. Please re-check the gram or re-process the gram.
* Likewise, if bacteria are reported in the gram and the culture says No Bacteria Isolated, this is also does not correlate. Please re-check the gram, re-plate the swab or set up anaerobically to find the bacteria that were seen in the gram.
1. **Changes:**
* All the changes in the department were acknowledged along with some of the negative feedback this department has received in the past. However, with some new organization and improved workflow, this department is on the right path to success and we will continue to move in the positive direction we are headed in.
* While new procedures are being developed and to maintain consistency in the department, it was asked that if technologists have technical questions, that they ask the Tech 2, Laura S. She will make every effort to answer your questions and keep everyone on the same page.
1. **Roundtable:**
* No issues or questions were raised.