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

1. Maintenance -

* Biosafety Cabinet:
* A column for INflow and DOWNflow has been added to the daily maintenance. The percentage needs to be added daily. The cabinet needs to be turned on for a few minutes before the numbers are recorded.
* Weekly maintenance for the cabinet is the same
* Monthly maintenance has been changed to bi-annually. This change was discussed and validated with Carolyn. Now that it has been done recently, it should only take about 15 minutes to complete. You might need help removing the base tray as it is large and awkward.
* These changes apply to both cabinets, micro and TB
* Bactec FX:
* After validating changing the filters for a few months now, this maintenance can be performed monthly not weekly.
* Sterilizer in TB:
* After validating the maintenance for a few months, weekly and monthly maintenance has been changed to monthly and bi-annually as this equipment is not used daily. The bi-annual maintenance takes about 30 minutes to perform.
* It was mentioned that the printer on this instrument has not been working for some time. Laura S will investigate.
* Allegra centrifuge in TB:
* After validating the maintenance for a few months, weekly and monthly maintenance has been changed to monthly and bi-annually as this equipment is not used daily.
* Incubators:
* After consulting the CLSI guidelines, the incubator maintenance has been changed. Weekly is checking the water level in the humidity pan. Monthly is checking the seal on door gasket and bi-annually will include cleaning the interior and exterior of incubator.
* Fridges:
* After consulting the CLSI guidelines, the fridge maintenance has been changed. Monthly is checking the seal on door gasket and bi-annually will include cleaning the interior and exterior of fridge.
* TQC:
* We will continue to use the check lists as we agreed upon however I have asked LIS to put an order into TQC that will generate when maintenance is due and will have to be checked as complete when maintenance is performed. This will just help as a reminder as to what maintenance is due and when while we are getting used to performing these duties.

1. Schedule –

* Once everyone is trained our new schedule will not routinely have an extra 9-5 technologist to perform TB. This means that TB will mainly be done on the 12-8 shift. As previously agreed upon, this means that the urine bench technologist will be responsible for reading the BV specimens. It was also agreed upon by everyone present, that the TB technologist will prepare their own send outs. Concern was noted that too much significance is being placed on BV specimens and that if they do not get done that day they are not critical specimens and can wait. While this is true, it was discussed what happens the next day when we get that day’s specimens and still have to read the previous days specimens as well. This will create a back log and specimens can be missed. Also, BV is a service we are providing to our clients and there is a 24 hr turnaround time that needs to be followed. So while these are not critical specimens we still need to give priority to them.
* We will be getting an MLA when someone is on vacation. Some concern was raised that the MLA cannot perform C.diff or RSV testing. Laura S will discuss with Jennifer the scope of practice for the MLA as they should be able to set up C.diff and RSV testing for the technologist to read.
* Laura S will be working the same rotation as all technologists. The only bench she will not be scheduled for is the 9-5 specimen receiving bench. She will have a tech 2 day instead.
* Was mentioned that we can change our bench set up and organization if we want. If one bench seems heavier than another, etc. At this time, everyone is happy with how the benches are organized.

1. CMPT –

* We need to continue to freeze all isolates like we have been doing but Laura S would also like to keep the significant plates as well. Do not need to keep plates with no growth or every sub plate but definitely the original and any significant ones. They need to be Para filmed and kept in the fridge until results come back. This is so we can see what originally grew on plates and help with investigation of discordant results if required.

1. Water testing QC –

* It was discovered that QC was not being performed on Colilert -18 or HPC. This is because they were not being entered into TQC therefore QC orders was not generated.
* The QC organisms in the package insert are different than what is in our written procedure. There are no CLSI guidelines as to what QC organisms should be used so we will use the ones in the product insert. This includes: E.faecalis and saline for HPC and E.coli and P.aeruginosa for Colilert.

1. Competency binder –

* There is a new binder called Competency Assessment in the office. These are tasks that we perform to evaluate our competency. Laura S will assign these tasks and communicate them with everyone. Each technologist has a form in the binder where their competency will be logged. Everyone’s sheet is in the binder together. If there are any issues with someone’s competency this will not be noted in this binder but will be kept confidential. An example of a task that will go in this binder is the CMPT paper challenge that we all did a couple of weeks ago.

1. MRSA send out –

* We need to send out all MRSA isolates from Hay River to NML for typing. We will send these in batches and not individually. There is a tally sheet in the shared drive under Joel’s stuff. Just record the information in this sheet and freeze the specimen in glycerol and put in the rack in the freezer labelled Hay River MRSA. Once we have enough to send out a batch we will sub out the glycerol and put the glycerol tube in the patient isolates rack and record in the specimen isolate log. We need to fill out the REQUISITION FOR ANTIMICROBIAL RESISTANCE AND NOSOCOMIAL INFECTIONS in the NML send out binder and put the organisms on a swab and send out.

1. Plate log –

* When recording your observations in the plate log PLEASE make sure you record everything that you see not just the organisms you are working up. This will make it easier for the technologist that is following your work and also for anyone who is reviewing the work. If you only record observations for the one organism that you are working up but don’t mention any of the other growth on the plate it looks like this was the only organism isolated and this can change the significance of the organism (pure growth as opposed to part of commensal flora)

1. Moses conference –

* Moses discussed his conference in Philadelphia. Sounded very interesting. Thanks for sharing this with us Moses!!!