1. Veronica:

* The group wanted to welcome Veronica into the microbiology lab. She is doing a 1 year term currently. We are all excited to have her join the department.

1. New Urine procedure:

* Went over new procedure with changes highlighted

1. New VRE procedure:

* Went over new VRE procedure with changes highlighted

1. Activating new lot #’s:

* If you get a new supply and it has a yellow New Lot # stick on it, it is a new lot number and needs to be activated in TQC. Also, the previous lot number needs to be inactivated.
* Laura S made a procedure for staff to follow to carry out this practice. This procedure will be placed on the specimen/Vitek fridge for everyone to use and then it will eventually move to the QC Manual.

1. Pending Lists:

* These are still not being checked regularly. It is every benches responsibility to check their assigned pending lists at the end of their shift.

1. Unreceived Lists:

* It is the evening shift bench duties to ensure that these lists are checked. It is most important to make sure there are no blood cultures on the Not Received list as if blood cultures are not received they will not get the automatic 48hr and 5 day reports in LIS.
* If anyone is unsure about a specimen on the list, leave a note for Laura S and she can deal with it the next day.

1. C.diff in TQC:

* We no longer need to enter the lot numbers for each portion of the C.diff kit. We can just enter the lot number and expiry date that is on the outside of the box.

1. Vitek Recall:

* Vitek has recalled some of it cards because of a dent in the packaging.
* Laura S confirmed with them that unless there is a hole in the package, they are still ok to use.
* Please ensure that your Vitek card packages do not have any holes when you are opening them up.

1. Housekeeping/Micro floors:

* Staff in microbiology do not feel the floors are being cleaned at night.
* Laura S will follow up with Carolyn and see what the protocol is supposed to be.
* Laura S has followed up with Carolyn. They are supposed to clean the floors nightly. Carolyn thought maybe it happened after we were gone. However, due to some good detective work, it was discovered that the floors are not being cleaned. This information was given to Carolyn so she can address this issue with housekeeping.