1. Laura S vacation:

* Moses will be acting Tech 2 the week of Oct 9 – 13. He will be off the Monday October 16 so no one will be acting. Go to Jennifer with concerns.
* If you have any concerns during time Moses is acting go to him. If you need to you can also talk to Jennifer.
* If there are any concerns with supplies please let him know ASAP so he can deal with it.

1. Workup/keypads:

* I have noticed that people are not putting observations for each plate that was planted and for each day they looked at the plate.
* It makes it very hard to go back to a specimen later and see what happened and what was seen.
* Keypads were to be used as a tool however it has come to my attention that the keypads are being used as the procedure.
* Since this is occurring the current plan is to eliminate the keypads. This will mean we will have to type in all our observations and tests to be ordered and organisms. The plan is to have this happen beginning in November.
* Moses agreed that the keypads are not the procedure and that shouldn’t be done. He did state however that they are a good tool to aid in adding in work that is performed.
* Since this change will not be happening right away, this will give everyone a chance to start ensuring they are using the procedures and concentrating on the specimens they are working on and not just clicking options from the keypad.

1. Vitek validation:

* Validation is going well and set to be completed by the end of November.
* Moses has started his portion of the validation and it seems to be going well.
* I will continue with everyone else’s portion once I return from vacation.

1. Maintenance forms:

* When an order for maintenance comes up on TQC this is just a reminder to perform these duties. However, the duties need to be documented on the forms (incubators, fridges, equipment, etc.)
* People are checking off they did them on TQC but not marking it on the form. Please ensure if you are saying you performed these duties on TQC that you have acknowledged this on the equipment’s form.

1. Strep reagents:

* There are 2 containers behind the red strep latex reagent shelf with extra strep latex reagents.
* One is active lot numbers the other is inactive lot numbers.
* Look in the active one first then the inactive one.
* I have ordered extra reagents as the expiry date is good and they take a while to be delivered to us.

1. Blood culture preliminary results:

* When reporting gram stain for blood cultures, try to give as much information as you feel comfortable with. If you are sure it is staph, you can report suggestive of staph and same with strep. If you are unsure (pairs, chains, clusters) just report gram positive cocci.
* When reading 24 hour plate, also try to give as much information as you feel comfortable with. If it is a staph, report staph species and if it is a strep report strep species.
* We want to give the physicians as much information as we have when we have it. However, we do not want to give false information. If you are unsure of what is growing, don’t report a preliminary result, however we need to make sure we try to as much as possible.

1. Zebra printers:

* Laura S reminded everyone that these printers are at each bench and are very convenient.
* Joel made a procedure on how to use them. Also, you can ask Laura S and she can show you.

1. Round table:

* Moses: Reminded staff to be careful when setting up susceptibility testing for Strep. pneumo. Look at table and flow chart, as some results lead to more drugs needing to be set up. It is better to set up all the possible drugs that may need to be reported instead of waiting another day to set them up.