

Laboratory Staff Meeting

Location: Laboratory – Micro Laboratory

February 14, 2018 – 13:00 – 14:00

1. Review previous minutes, how are some of the changes going?

- Going into TB to do daily maintenance even if no TB – **Going well. Sometimes people are forgetting. Just a reminder to staff that if you are not here for a meeting it is up to you to read the minutes and make sure you understand.**
- Call in list- **Laura S will attach it to the front door and has told core lab about it. We decided that if you get a call but missed it then you should still put your name at the bottom of the list. It will be up to us to maintain this board.**
- ?REF tests need to be finalized with . when ordered- **Laura S just reminded everyone of this and has noticed that sometimes the ?REF is not being ordered at all. Please order the ?REF and then finalize with a “.”**
- Throats and waters on urine bench- **Is working well. Veronica is being trained on them now. Laura S will move blood cultures at a later date once Veronica is trained on the wound bench.**

2. Veronica's masks:

- We think someone is using Veronica's masks by accident. Make sure if you are the 1870 you are not using the 1870+

3. Laura S off:

- Laura S will be off for March and first part of April. Not sure of exact date of return at this point.
- Moses will be acting tech 2. He will be doing the ordering so make sure if you notice low supplies to let him know or write it on the sheet
- Can go to him with problems. If don't feel comfortable can go to Jennifer

4. Vitek 2:

- Validation has been approved and Eric from Biomerieux is coming March 5 to take away the compact and move the Vitek 2.
- Don't load any cards on the compact on the 5th
- Once new Vitek is moved, QC will need to be run. Moses will be dealing with this.
- Laura S will schedule 30 min refresher training for everyone as she will not be here when the new instrument goes live.

5. NH cards:

- The validation for the NH cards has been approved.
- They are to be used in place of the API NH for sterile sites.
- Non-sterile sites do not need full identification, use ALA, M.cat discs.
- For Gonorrhoeae we will use both the NH card and the API NH so that we have 2 methods to identify gonorrhoeae
- Laura S is working on ID flow sheets. Until these are complete, she has made a cheat sheet of identification tests to run for some organisms. This sheet is on the BSC.

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6. Rejection criteria:

- Laura S has finished doing research for rejection criteria and will submit the procedure to Jennifer before she is off. Jennifer will then need to inform all our referral sites of these changes.
- Jennifer and Laura S decided that we will wait to go live with these changes when she returns to work.
- Criteria will include time for swabs, which will be >72 hours will be rejected.
- There will be a procedure and a job aid.

7. As required duties:

- Laura S knows sometimes benches are slow and people are looking for work to do.
- She has added to the As Required duties to include some more things that can be done when time is slow
- Includes some things that can be done on Friday's to make weekend easier.
- Will show MLA because there are some things they can do
- Veronica mentioned that after people are using the large containers of stain to make sure they are turned off so that they do not spill when the next person takes them out.

8. New Attest:

- Laura S is validating a new attest as the current one is not appropriate as per PHAC
- Not sure if will start using while she is off or wait until she is back. Will be up to Carolyn.

9. TB QC slides:

- Laura S has ordered the premade TB QC slides
- David stained one last week and it looked good.
- We will use up the ones we made first then switch to the premade ones.
- Again make sure you are entering the results into TQC after you read the slide!!!!

10. New GPS QC organisms:

- There are 2 new S.aureus QC organisms Laura would like run with the weekly GPS QC.
- Will be starting when use new instrument.
- Will need to be subbed out the weekend of March 3 so can be used when running QC after instrument is moved. Moses is aware of this and is working.
- Labels wouldn't fit on same sheet so made separate sheet for each isolate.
- There is a spot for them on the new Vitek QC Results sheet.
- They are on the microbank map.

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11. TB QC:

- The new TB QC organism *M.gordonae* is ready to be used.
- Stickers are in the QC stickers binder
- This is the only TB QC organism we will use from now on

12. Strep reagents:

- If there are none in the active lot containers behind the red container then need to get from the inactive container (bottom left)
- Move whole lot number up and put out as much as can in red container and put rest in clear active lot containers
- When take product out of inactive container let Moses know so he can keep track while Laura S is off.

13. Referral and Nosocomial Job Aids:

- Laura S worked with Karen Pardy to make up the nosocomial job aid. Karen would like these reports to be copied to her.
- The referral job aid lists which organisms need to be referred out and to where.
- These job aids will be on the BSC.

14. Round table:

- Laura S announced that Veronica has accepted the position here in Micro 😊



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