1. Sub-culturing QC organisms:

* No longer need to subculture S.pneumo and H.influenzae from beads every weekend.
* No longer need to subculture CO2 plates every 48 hours.
* No longer need to subculture slants on weekends.
* We will now be sub culturing all weekly QC on Tuesday’s on the urine bench. This includes the NUT slants, BA slants and the plates in the CO2 incubator in the CO2 QC plate’s rack.
* Laura S made a job aid that lists all these organisms that are to be sub cultured on Tuesdays.
* S.epi and S.sapro are now going to be kept on NUT slants
* We will now be doing the monthly QC sub culturing from the beads on the first Monday of the month on the urine bench.
* Laura S has updated all the labels to reflect these changes.

1. Weekly QC:

* The following QC tests will be performed on Wednesday by the 9-5 technologist instead of as test is performed:
* M.cat
* BL
* ALA
* TXP
* NV
* The KB, ET, MAST, Strep grouping and PYR QC will be also performed on Wednesday.
* The Vitek weekly QC will be performed on Wednesday. Please fill out result sheet so on Thursday it is quick for the urine bench technologist to review QC. Laura will add separate signature columns for the tech that sets up the QC and the tech who reviews the QC.
* The CO2, O2 and fridge maintenance will be performed on Wednesday.
* The BSC maintenance will be performed on Wednesday.
* The charts will be changed on Wednesday.
* Laura S made a QC job aid that shows what QC is done when.
* Laura S made a bench duties sheet for the Wednesday 9-5 technologist.

1. CNS in urine:

* Went over change.
* Veronica made a good point that we do not know if it was isolated previously because we wouldn’t have worked it up.
* Laura S will discuss this with Dr. Solomon and ask for clarification.

1. Teamwork:

* Group went over what team work means and how we would like to work together.
* Laura S stated it is the responsibility of each tech to make sure the duties on their bench are completed HOWEVER it does not mean that that person has to be the one to do them.
* If you are really busy on your bench, ask for help. Ask someone if they can do something for you that is on your bench duties list.
* Likewise, if you bench is not busy, ask other techs if there is anything you can do for them.
* It should never be that one person is crazy busy and another has nothing to do. We all need to work together as a team.
* It is all about communication. We need to communicate with each other to let them know if we need help. As well, if we can help others we need to let them know that we are going to do one of their duties for them.

1. Cole:

* His last day is August 17.
* We are going to go to Monkey Tree to celebrate.
* We will be collecting money to pay for his food and drinks.
* Laura S will get a card for everyone to sign.