1. Wednesday QC:

* Laura S wanted to ask the group what they think of our change to do all the QC and equipment maintenance on Wednesday.
* Staff likes not having to subculture QC organisms on the weekend.
* Staff likes not having to do QC on the wound bench as it interrupts the workflow.
* Staff does not feel that it is too much work for the Wednesday technologist to perform all this work however there was concern if we would always have a 9-5 on Wednesday. Laura S said our schedule does allow for a 9-5 technologist on Wednesday due to days off. As well, if the 9-5 is sick or needs to cover someone else, Laura S is available to help if we are short and everyone can work together to make sure everything gets done. We cannot always prepare for every negative scenario.
* This change is a success and we will continue with it.

1. 5:00 VRE plates:

* These plates are to be read by the evening technologist at 5:00 as previously discussed.
* For the urine bench, please ensure you are leaving these plates for the evening tech.
* The reason for this is so we can give the plates a fully 24 hour incubation before we read them so we can make the purity plate the first day and not wait till the second day which will delay results.

1. Re-checking gram stains:

* If you have re-checked a gram stain on the wound bench, please acknowledge this in the tech comments so that the technologist following you knows that this has already been done.

1. Gram stains:

* We do not need to save the daily QC slide. It can be discarded after reading and entering into TQC.
* We do not need to keep bench grams unless you feel it might be referred to again.
* We do not need to keep THIO grams unless you feel it might be referred to again.

1. Vitek errors:

* If the Vitek does not accept your cassette, that means there is an error.
* Please check the messages on the Vitek screen as it will tell you what the issue is.
* If unsure of what the message means, refer to the Vitek 2 manual to troubleshoot.

1. Gram stain bottles:

* When re-filling the gram stain bottles put parafilm around the rim of the bottles. During the summer, Cole discovered that if we do this the bottles will not leak.

1. Vitek and KB saline:

* Please ensure you are putting the caps back on these bottles when you are finished using them to prevent contamination.

1. Blood culture requisitions from the night:

* The core lab leaves any blood culture requisitions that they have loaded in the night on the front bench in case we need to refer to them.
* Veronica suggested that we actually go into OE and ensure that everything has been entered correctly. Laura S agrees that is a good idea.
* For now it will not be “assigned” to any bench but will be dealt with by who has time and is available in the morning.

1. BSC Maintenance:

* There is some confusion as to who is performing this as well as the specimen garbage and swab rack.
* We did ask Cole to deal with the specimen swab rack and garbage’s and the technologists would perform the BSC maintenance.
* Some suggested that the MLA perform all these duties but others are concerned it won’t get done if it doesn’t get done first thing during the morning start up.
* Laura S said for now, the technologist doing the morning startup will perform the BSC maintenance and change the swab rack and specimen garbage. We will re-visit this at a later date.

1. Gram stain trays:

* Confusion about what day to put the gram stains away on. Date slide is made or date it is read.
* We decided that gram stains will be put away on the tray that corresponds with the day it is read.
* Also, please ensure your gram stains are being put away and not left on the bench on gauze or paper towel.

1. CNA plates:

* David had concerns that the growth on the CNA plates was not reflecting the growth on the BA plates.
* Description was that they were smaller.
* Laura S said that these plates are selective and therefore colonies do not grow the same as they would on the enrichment media such as BA.
* This lot number of CNA was finished the next day. Laura S said we will continue to monitor this and if it is still an issue she will contact Oxoid to ensure there are not ongoing issues with this media.
* Laura S did state that Oxoid is very good at sending out communications regarding any issues with their media but we will still continue to monitor from or end in case this is something that they are not aware of.