

## Microbiology Laboratory Staff Meeting Minutes

March 7, 2019

12:00 – 13:00

Present: Laura S, Moses, Solomon and Laura G

### 1. Next week:

- Laura S will be going to ProvLab next week.
- Moses will be acting Tech 2.
- Any issues should be directed to him.
- If any supplies look like they are low, let him know.

### 2. Breaks:

- Jennifer discussed how breaks will work in our lab meeting yesterday.
- We all think it was said that we can take 1- 30 minute break and 1- 30 minute lunch. We will plan using this.
- 7-3 – Break will be 9:30 to 10:00 and lunch will be 12 to 12:30
- 8-4 – Break will be 10 to 10:30 and lunch will be 13:00 to 13:30
- 9-5 – Break will be 12:00 to 12:30 and lunch will be 14:00 to 14:30
- 12-8 – Break will be 14:00 to 14:30 and lunch will be 16:30 to 17:00
- We will try these times and see how they work.
- Everyone must follow these times and ensure they take their break when they are scheduled to.
- Will make sure the lab is never left alone, except on 12-8 if the tech needs to use the washroom.

### 3. TQC issues:

- The tracking of lot numbers has gotten much better but there are still some errors.
- Laura S suggested keeping TQC open all the time so that if you need to open a new lot number it will be quick.
- Only takes a few seconds, so please ensure you do this.

### 4. CMPT surveys:

- The results take a while to come back and when they do we have forgotten the hard work we put into them.
- Laura S is going to start meeting with each tech individually when the results come back and go over the samples they worked on and check them off in their competency assessment forms.
- CMPT also provides critiques for each specimen when the results come back and Laura S is going to start sending them to everyone to read. They are interesting and will help us keep up to date on all the changes in microbiology.

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- Solomon suggested we have a meeting before the samples are submitted to go over them together. Laura S thinks this is a good idea and definitely likes this idea when the results come back. We will start doing this as well.
  - We have done really well on these surveys (all perfect). This is something to be celebrated. We work very hard on them and we should be proud of the work we do for them.
5. Move to the new hospital:
- Everything looks really good for the move. The floor plan is finalized and everything fits!!
  - We will be getting a new -70 freezer, new reagent fridge and new TB fridge.
  - The micro move should go smoothly.
6. Veronica's mat leave:
- Needs to be posted again.
  - We have been making it work but it is difficult.
  - There has been overtime and there will be weekend overtime in April so that Laura S can get some Tech 2 time.
  - We will keep making it work. Hopefully we will get someone soon.
7. Entering date in order entry:
- Do not arrow down when entering the date in order entry. This changes the year not the day like it used to.
  - Laura S showed everyone in the meeting what she means.
  - This is causing reports not to print and LIS must go through the list and figure out why it didn't print and fix it.
8. Staph streak for sputum's:
- There have been examples where the staph streak has contaminated the plate and it is difficult to tell if the S.aureus growing is from the staph streak of the specimen.
  - We are going to stop using the staph streak. It isn't really useful anyways.
  - Laura will discuss with Jocelyn since she is our MLA for March and will change the procedures.

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### 9. Roundtable:

- Moses – Please make sure you are putting the memory button back on the cassette properly. Laura S showed everyone. There really is only one way it will fit back on. If you are trying to do this and it is not working it is probably because you are doing it wrong.