

Laboratory Staff Meeting Minutes

June 25, 2019

12:30-13:30

Attendees: Laura S, Laura G, Solomon and David

Recorder: Laura S

1. Laura S vacation:

- Laura S is off Friday and all next week.
- See Chantelle if there are any issues
- Laura S has written duties for everyone to perform on Monday since it is the first Monday of the month.
- The MLA in core lab will be short this week. Solomon is doing morning collections but the schedule also has Kim and Elwood so this should be ok and we have Cole back on Tuesday.

2. Lights for benches:

- Laura S ordered 2 magnifying lights for the urine and wound benches since it is so dark in here.
- We need to keep the blinds closed in the am so that it doesn't get too hot in here. It is not good for us or the equipment.

3. Sally:

- Sally has accepted the position to replace Veronica while she is on maternity leave and is starting July 10.

4. Urine chromogenic plates:

- Laura S and Cole will be validating new chromogenic urine plates.
- Laura went over the product insert with everyone and showed the QC plate.
- Will be a big improvement for urines and should streamline our process.

5. Inventory:

- If there are several rows of the same item, always start at the top and work your way left to right. This will be important for the new media fridge as there will be 3 rows of BA and we need to make sure we are using up the oldest ones.
- If there is one row of the same item, start at the left and work to the right. This is what we do with the strep reagents.

- If opening a new lot number of product and moving it from an “inactive” shelf to an “active” shelf move all the products with that lot number. Example is the TXP disks. There are currently 2 boxes of the same inactive lot number. When this goes into use and is made active move both boxes to the active lot number bin.
6. Etest strips:
- Oxoid is still having issues with the Etest strips so Laura S has ordered some from Alere.
 - They are made of paper and not plastic so they are not as bendy.
 - Solomon has used these ones in the past as well.
 - Not sure if this will be a permanent switch but we will see what happens with Oxoid.
 - They were just ordered this week so if in the meantime we run out of one and it is needed we will have to send the organism to DynaLIFE.
 - If we get a ?VRE we can do the GPS and if the vancomycin is <2 it is not VRE and we can report this.
7. Benches:
- The benches can be changed if people want.
 - We just had to try to get everything put away at first but now we can move things.
 - The bottom drawers of the benches contain extra stock like tubes, swabs, slides, etc. Use these up first.
8. After hours blood cultures:
- Core lab is leaving the requisitions for the afterhours blood cultures on the keyboard of the BACTEC.
 - Laura S would like the wound bench person to take these requisitions in the am and check them in LIS to ensure the correct information was added and then put them in the pile to be scanned.
9. Roundtable:
- Nobody had anything.