

## Laboratory Staff Meeting Minutes

November 6, 2019

11:30

Present: Amy, David, Connie, Kayla, Adrienne, Laura S, Moses, Sally and Nicole

### 1. Accreditation team visit:

- NTHSSA did a tour of the lab and a tracer.
- No one was in the lab except Sally and Kayla.
- Asked questions. It is not wrong to say you don't know.
- Asked how maintenance is performed on the equipment, how do we track QC, how do we track inventory, do we have a handwashing program, questions about onboarding, questions about training we received, asked if there were infection control information during training.
- They are doing a tour of transfusion tomorrow.
- They also asked what we liked about working here. Gave us a chance to say we are short staffed and can be stressful.

### 2. Item for Erin:

- She was not present, so save this item.

### 3. Amy – RSV testing:

- RSV is only good for 4 hours at room temperature.
- They are STAT samples, can be called in for them.
- If not done right away, need to be stored in the fridge.
- Maybe Jennifer can send a reminder to floors not to tube them down in the night without calling anyone in.

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### 4. Micro CSF kit:

- If the evening micro tech forgets to leave the kit out, it is stored in the fridge to the right when coming into the micro lab.
- If you get more than one CSF, the plates are kept in the rack above the front bench computer.
- If there are no plates here, all the media is stored in the big fridge in micro. All the boxes are labelled and there is a "map" of the media on the side.

### 5. Roundtable:

- No one had anything.