

## Microbiology Laboratory Staff Meeting Minutes

February 19, 2020

12:00 to 13:00

### 1. Microbiology team meeting time:

- Laura S wanted to know if 12 works best to start this meeting or would people rather wait until 13:00 or a later time.
- Everyone said 12 works well for them so we will keep it at 12.

### 2. TB equipment maintenance:

- Laura S wanted to know who we want to do this task.
- We decided that the microbiology main lab equipment maintenance will remain with the 8-4 wound bench tech.
- The TB lab equipment maintenance will be done by the 12-8 evening bench tech.
- The weekly, monthly and biannual incubator, refrigerator and BSC maintenance for both the main lab and the TB lab will be done by the Wednesday 8-4 QC bench technologist.
- Laura S will have these items fixed in TQC so they appear on the correct days.

### 3. Weekly QC on Wednesdays:

- Laura S has started a trial in March to see if this person comes in at 8 if this helps better with workflow.
- Currently, when the evening technologist comes in at 12 there is not much room for everyone to work in. Coming in an hour early might help.
- This task should not take the whole day. There will be time after all weekly QC items are finished to help out with other tasks. This might be decided on the day and discussed in the am depending on what needs to be done and who is working where.

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- Moses talked about the QC labels. He has made a photocopy of all the label pages and then took this page with blank labels to materials management and photocopied his page onto the labels. There is a girl in this department who helped him with this and is quite willing to help. If someone else needs to make more labels ask Moses if he is here and he can help. He also reminded everyone not to leave them empty for the next person to deal with please.
4. Strep pneumo penicillin susceptibility reporting:
- When reporting susceptibility on CSF, report penicillin – meningitis.
  - When reporting susceptibility on BLD, report penicillin – meningitis and non-meningitis.
  - When reporting susceptibility on anything else (sputum, ear, etc.), report penicillin – meningitis, non-meningitis and oral.
5. ProvLab and DynaLIFE requisition for referred out samples:
- Make sure to fill out physician ID code.
  - This is in order entry.
  - Refer to procedure for sending out referral specimens to find this code if unaware.
  - This code needs to be on the requisition or the physician will not get a copy and it will not go on the EMR
6. RoundTable:
- No one had any items to discuss.