

Microbiology Laboratory Staff Meeting Minutes

May 27, 2020

14:00

Attendance: Laura S, Moses, Solomon, David, Laura G, Sally

1. COVID training:

- Laura S is training Moses this week and he should be able to be on call this weekend for testing.
- David will be trained next as he has already done some QC
- Then Solomon and Laura G will be trained
- Training is hard because no cartridges to practice with

2. COVID samples:

- We got a call from Fort Simpson last night about how long samples are good for COVID 19 testing
- They are good for 7 days if refrigerated, 8 hours if room temperature
- Yesterday we had 2 problems with the samples we received. One did not have the physician location so we were unsure what location to use in the LIS. The other did not have the authorization form with it. Both of these things caused delays. Laura S brought it up in our COVID meeting this morning and David Moore is going to send a memo to providers to remind them that this information needs to be included with specimens to avoid these delays. He is also going to add the sample stability information.

3. Laura S new position:

- At this time, if you are sick, text me this information if it is before 7 am or phone if after and make sure you phone the core lab to let them know you won't be in.
- This might be adjusted but for now Laura S would like to do this.

4. RoundTable:

- No one had anything