

Microbiology Laboratory Staff Meeting Minutes

June 10/2020

12:15

Present: Laura S, Moses, Solomon, David, Laura G and Sally

1. Inuvik rapid COVID samples:

- Laura S has sent them yellow labels to put on the biohazard bag.
- Inuvik lab will be calling the micro lab to tell them it is coming and give details as to when it will arrive.
- We will then go and let the MLA's know and put a post-it note on the task list from Inuvik on the white board to help remind them.
- We will make sure we follow up with the front as to when the cooler arrives and make sure they didn't miss the sample.
- We will see how this goes and then make changes as necessary.
- Inuvik is ordering NP19 and VIRC already so we don't have to.
- There will be an encounter in Medipatient from Inuvik that we can use.
- Accession it with the Inuvik ordering physician location and seen copy to Inuvik PH (NICIN).
- We will have to work through these samples as they come to make sure we are not missing anything when accessioning them.

2. Calling in Sick:

- Need to text Laura S if before 6 or phone if after 6.
- Also need to phone the core lab so that they know.
- They need to know in case something happens to Laura S and she doesn't show up.

3. OT slips/time off requests:

- One's that have been approved by Laura S can go in the top black folder on the fridge above the schedule.
- Laura S will get the ones from the PCC from Jennifer.
- Laura S has ordered folders for all of us so that we can have our own.

4. Emails:

- Please make sure to check your emails daily probably first thing in the am.
- Ones from Laura S and Jennifer are important and you don't want to miss anything.
- If there is a meeting request, please accept it if the time works for you or decline if it doesn't and in the reason put why and when works better for you.
- If anyone is unsure how to use Outlook, ask Laura S or see if there are any courses for this.

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5. PA's:

- Laura S will be doing them for micro.
- Laura S has sent meeting requests to everyone. Please accept the meeting and make sure your self-evaluation is complete before the meeting.

6. Cleaning in the micro lab:

- Housekeeping says they are coming in every night to wash the floors and clean the sink.
- It looks like it has been done this week so that is good.
- They will clean the floors, sink and garbage from the TB room if the sign is green and says they can enter. Please make sure to change sign when testing is complete.

7. Vitek cards:

- Last week the GNI cards were expired.
- Moses got a warning from the Vitek and it would not run the card.
- This usually doesn't happen but be aware it can.

8. Cancelling specimens:

- If you have to cancel something because you made the mistake, you need to cancel it in Results Entry and not Order Entry.
- When you cancel it in Results Entry, do not select Report in the cancellation box. Just select OK or cancel. We do not want a copy of the report going to the location as it will be confusing to them.

9. TQC:

- If you cannot enter a result into TQC, it is because something is wrong.
- Do NOT just cancel the order. This will mean we have no record of the QC that was performed.
- Try to troubleshoot the problem. There will be an orange box beside the line with the issue so read what the error says.
- If you are unsure, ask Laura S and she can help you troubleshoot.
- If Laura S is not here, just leave it and she will help when she is available.

10. Corrected Reports:

- Laura S gets a report of all the corrected reports and has noticed there are quite a few.
- These reports look very messy and they are what goes out to the ordering location.
- Laura S would really like to make an effort to reduce these reports.
- If you try to alter something on a line that was already reported, it will correct.
- Make sure the full box is open before you enter results and that you are on a new line.
- If you do something and know it is going to correct, it is best to exit out without saving and restart to prevent the corrected report.
- If anyone is unsure why they keep getting corrected reports, see Laura S and she will try to help.

11. Positive blood cultures and fluids in O2 incubator:

- Please empty this container. Last Friday it was overflowing.
- Maybe we will think of one day a week this can be done.
- Blood cultures can be discarded once finalized.
- Maybe keep fluids for a week after finalized.
- We will work on a process for this.

12. Roundtable:

- No one had anything to share.