

Microbiology Laboratory Staff Meeting Minutes

October 7, 2020

12:15 to 13:00

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

1. Break times:

- Laura S had to make these times as there was an incident where the lab was left empty.
- If you cannot go at the time assigned due to workflow, please communicate with other staff members and ask if they can go first.
- Need to make sure there is always someone in the lab.

2. Laura S away:

- Laura S is away next week. She will still be in Yellowknife.
- Moses will be acting.

3. 7 to 3 shift:

- The 7 to 3 shift is now 8 to 4 on all days even weekends.
- This is for better workflow and so that the person is not alone in the morning.

4. Micro being brought back:

- We have brought back urines, throats and MRSA/VRE.
- This will be done by the 12 to 8 shift.
- We will see how this goes. Plan is to do this work from 12 to 4.
- Accessioning can be left for the morning as long as samples are not timing out.

5. KV agar removed from LIS:

- If you notice the LIS adding KV agar, please let Laura S know.
- Moses asked why this was removed. Laura S said it is because this agar does not provide much benefit and is just extra supplies to order and read.
- If we notice we need it, we can bring it back.

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6. Empty BioFire boxes:

- Please save for core lab specimen receiving area. They can use them.

7. DexTerra tickets:

- Please make sure Jennifer is copied on these.
- Dexterra told people to just phone them but you need to put in a ticket so it can be documented.

8. Restarting computers before leaving:

- If we restart our computers before we leave, they will be quicker the following day.
- There is an issue with Medipatient on the front computer. A task with TSC will need to be entered to fix this.

9. Pouches on BioFire:

- Laura S confirmed they can be kept on the instrument over night when finished.
- There is no safety hazard with this.

10. QC plates and CSF kit:

- Laura S asked to place these items to the left of the red bucket in the specimen fridge.
- This is to leave the right hand side free for COVID samples.

11. Roundtable:

- No one had anything.