

Microbiology Meeting Minutes

March 17, 2021

12:15 to 13:15

1. Shift Differential for OT on the weekend:
 - Cannot get PS3 on the weekend for OT only if you are working the shift
 - If you work OT on the weekend and it is outside the hours of 8 to 4 then you will get PS2 for those hours as per the collective agreement
2. Shift differential hours:
 - The micro tech hours are 8 to 4. Anything outside of these hours qualifies for PS2 differential
 - If you work 9 to 5 you get PS2 for 1 hour
 - Questions for Elwood: Do we get shift premium for OT worked in the week. Answer is yes if it outside the hours of 8 to 4
 - Question for Elwood: When do we get a meal allowance. Answer is if you work an additional 3 hours of OT above your scheduled shift you can claim this amount if you are working alone. If there are 2 of you, you do not qualify for this
3. Adding to meeting agenda:
 - Anyone can add to this on the white board on the fridge if they have items they would like to discuss
4. Labeling of GBS plates:
 - Put R: and 24 and 48 hour read dates just like MRSA and VRE
5. Evening VRE read:
 - Done by 12 to 8 technologist
6. "Positive" mine samples:
 - Run on both instruments. If we get negative, this will be asked of us so better to just do it right away
7. New training:
 - There is new required training on the MY HR website
 - There are 8 modules that are around 2 hours each
 - Once you start you cannot stop
 - We will work out a process so we can all do these

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8. Putting phone calls on hold:
 - If you need to put the phone down when someone is on the line please put them on hold.
 - If you are unsure how to do this, ask Laura S
 - It is respectful to the person on the phone and makes sure no confidential information is overheard

9. Printer cartridges:
 - There are 2 types of printers in the TB room
 - The cartridges for these are above the urine bench and labeled with the printer they are for
 - If the ink is getting low and you have already given it a shake please change the cartridge, everyone can do this

10. Roundtable:
 - Laura G: her flight has been changed and is now on the Friday. This will be ok because no one else is off that day but people should not be scheduling their flights so close to the start of their vacation because this is happening a lot with Westjet
 - Emily: COVID testing is not standardized. People are not putting away samples in the evening and there are VIRC samples left out. Please put away your samples when done and take VIRC to core lab fridge. Or leave notes so day person knows what is happening