

Microbiology Laboratory Staff Meeting Minutes

June 9, 2021
12:15 to 13:15

Present: Laura S, Moses, Laura G and Emily

1. Changes to staffing:
 - The urine bench duties, wound bench duties and evening bench duties will all be combined to the one 8 to 4 microbiology bench
 - Please ensure all the duties for all 3 of these benches is completed
 - Laura will not be making a new document combining all of these in hopes will be able to hire more technologists and bring back all of our work
2. Vitek status:
 - Please ensure you are really checking the Vitek status and not just checking it off on the maintenance form
 - These messages can be important and need to be reviewed
 - Should be reviewed throughout the day if they are noticed but definitely in the morning for the maintenance
 - When the pipette tips and saline are low if it is left too long then will eventually run out and not be able to process any cards
3. "Positive" COVID samples:
 - If a sample is coming that is presumptive positive, order it on the GeneXpert but run it on the BioFire too. This is so when we get negative results and they ask if we ran it on both instruments we can say yes
 - If RPP is ordered as well, then order the sample on the BioFire but also run it on the GX
4. Jocelyn vacation:
 - Jocelyn will be part of the micro vacation planner as she is filling a bench in the department
 - Moses has concerns about this. Laura will discuss with Jennifer
5. QC stickers:
 - Laura S said she is not participating in these stickers a while ago as no one was printing them off and the information can be written on the plates however when she did do weekly maintenance last week she noticed people are taking single stickers from the list. Once this is done the list isn't complete anymore
 - If a sticker is missing, just write the info on the plate

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6. Vitek weekly QC:
 - You can use the 0.5 McFarland from your Vitek QC for the KB and ET QC
 - This will save time

7. Call in magnets:
 - Concern that call in magnets not being managed properly
 - If on vacation, will move to the back of the list. When comeback will become part of the rotation again
 - Remember micro isn't really on call and the magnet was our idea to make sure call was fair. Want to make it the best we can so that everyone gets fair share of call
 - If there are more concerns, come see Laura S

8. Call backs:
 - Laura S is thinking there will be more callbacks because we are closing at 4
 - We will monitor this. If becomes too much will have to have another plan as our staffing is low and can't be coming back after hours regularly to do work

9. Emily goodbye:
 - Tomorrow is Emily's final day
 - Laura S wanted to thank her for all her hard work during her time here in the implementation of COVID testing
 - Emily thanked everyone for all their help and that she learned a lot being here. She is a fairly new tech and this has been a great experience for her

10. Roundtable:
 - No one had anything to add