

Microbiology Meeting Minutes

June 30, 2021

12:15 to 12:45

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

1. Referral reports:
 - Laura S just wanted everyone to know that when I receive reports from DL, ProvLab or NML, they are scanned into the LIS
 - If any Dr. calls and wants to know the results you can look them up. In order entry, look at SoftMedia at the bottom and the report will be listed above the requisition
 - Laura S showed everyone how to look at them
2. Check TQC:
 - Both 8 to 4 technologists should be checking TQC first thing in the am as both benches have duties that will be on there for them to do
 - Please ensure this is done
3. Laura S leave:
 - When Laura S is on leave, David will be acting the first week and Laura G the second
 - If anything above them is needed Ren will be here and Cynthia in DI is acting on Jennifer's behalf since she is also off
4. COVID tech:
 - Since COVID testing has been very little, Laura S would like the tech assigned to the COVID bench to sit at the front bench in the main lab so that they can assist the micro tech
5. ALA:
 - Laura S sent out an email but the ALA is backordered until at least the middle of July
 - If run out use the NH card instead
6. Jocelyn:
 - Laura S is unaware of when she will be returning
 - So far this has worked ok

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7. Performance documents:
 - Laura S wanted to thank everyone for completing their performance documents and adding a learning goal
 - It was really great to be able to complete this task

8. Bench duties:
 - Laura S is going to make a duties checklist for each bench (wound, urine and PCR)
 - They will include all the daily, weekly and monthly duties
 - Please ensure to initial all the duties as completed for each day
 - Will help since the benches have been changed so frequently with staffing and testing changes

9. Roundtable:
 - No one had anything to share