

Microbiology Meeting Minutes

January 26, 2022

12:15 to 12:30

1. Welcome Neahlanna:
 - We are very happy to have Neahlanna here
 - She is coming to us from Inuvik so is familiar with the LIS and with the GeneXpert
 - She will be doing mandatory training this week, specimen receiving the next 2 weeks with Jocelyn and COVID testing for a week with Megan

2. Laura S off:
 - Laura S will be off starting Friday until February 16
 - Moses will be acting from Friday until the 11th and Laura G will be acting on the 14th and 15th
 - Lisa in core lab will be doing payroll on the 11th
 - Jennifer will be approving annual leave that is submitted by the 31st
 - Remember first round of annual leave is only for annual leave and does not include mandatory leave or STAT bank payout

3. Urine bench:
 - Was originally going to bring back the 12 to 8 shift and do urines on that but then decided to make the urine bench 8 to 4 so that the lab isn't left alone and so the wound bench tech isn't by themselves all day
 - Please remember the wound bench and urine bench need to stagger breaks so the lab isn't left alone

4. Micro samples:
 - Laura S wanted to remind everyone of the changes
 - FS has already started sending samples
 - HR will start next week
 - IN will start by Friday
 - Remember this is new for Inuvik so we will be here to help them with any questions they may have

5. Benches and duties:
 - Laura S is going to meet with everyone individually so they understand what the duties are for each bench
 - You are responsible for the duties assigned to you. If you cannot complete them, it is your responsibility to ask for help
 - But we must remember that we all work together to help each other and we are a team

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6. Cultural awareness training:

- This needs to be completed by March 31, 2022
- The government has given us a year and this is a condition of our employment so needs to be completed
- Please ensure this is done
- When finished, take screen shot of MY HR screen that shows you are finished and send it to staff development as per the instructions on MTS

7. Roundtable:

- Neahlanna asked if we lose mandatory days if not used. We all answered that they will be paid out, you do not lose them
- Laura G said she is finished the cultural awareness training just needs to let staff development know