

Microbiology Meeting Minutes

November 1, 2023

12:15 to 12:45

1. Core lab specimen receiving issues:
 - We have noticed this week some issues with the core lab specimen receiving area that affects micro
 - One is blood culture bottles are not being brought back to micro in a timely manner. This caused one set to be >24 hours on Monday. Laura S will follow up with Veronica. If they are too busy to bring them to us, they need to call us

2. Cat A/B boxes:
 - Laura S has ordered 5 packs (50 boxes) of cat B boxes. We are going to keep them in the PCR/TB room so that they don't get taken by core lab
 - If they are desperate for them, we will share but we can't keep having our supply used up
 - Laura S has also ordered more Cat A boxes for COVID send outs. The ones in the core lab have too many stickers and tape on them
 - We will also keep these in the PCR/TB room. If we have time, we will get them ready for send out to NML for positive COVID samples

3. Send out for community/clinic samples:
 - We previously discussed how we sometimes order send out samples if one is for us and one is a send out (CXGEN/UCLH)
 - The MLA do not order send out samples for clinics or communities so we will not do that either. It is confusing if some are, and some are not so we won't as well

4. Stored bacteria isolates:
 - Need to make sure the order they are put in the rack is the same order they are on the log. Carolyn audits this and she isn't happy if they don't match. Take time when more than one sample have to freeze that they are in the same order
 - When a rack is full, get a new rack. Use the black metal racks in the blue bin under the VITEK
 - When labelling the date on these racks, use the plastic tape does not scotch tape or the paper tape. They do not last in the freezer

5. Stored PCR isolates:
 - We will only store the ones positive for the targets we test for (FLU/RSV/Enterovirus/ADV/HMPV)
 - Laura S has changed the log forms for these, so they are the same as the bacteria ones
 - Laura has discarded all the previous ones
 - We will still use the orange racks but will label them per month like the bacteria ones
 - When a new month starts, label the rack with the new month

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6. VITEK cards received:
 - When ordering VITEK cards, be mindful that QC needs to be done on ID cards and we do not sub them weekly
 - Make sure there are plans to have them subbed when the cards arrive
 - Enterococcus cass. needs to be subbed on a blood slant. It will not work if on BA. There are always extra slants for this
 - Cards also need to be entered into the VITEK when received or will not run the QC. Used to be the truck now it is receiving shipment

7. Core lab phone calls:
 - We continue to get a lot of phone calls for core lab samples because they are not answering the phone
 - This happened on Monday and micro had 2 staff and the core lab had at least 5
 - Phone calls in the core lab ring to all phones but this day no one answered it
 - Transfer the person to 46465. If no one out there answers and they call back let them know that you cannot help them with core lab samples, and they will need to call back themselves. Give them the extension
 - If this continues to happen frequently, we will start doing a tally sheet so I can present how often this is happening

8. Controlled documents:
 - Lab procedures should be controlled which means everyone doesn't have access to potentially change them
 - Printed copies are uncontrolled because someone could print a procedure today and leave it in the lab and then a new version comes out and the first printed copy is now outdated
 - Laura S has put a disclaimer on all procedures that printed copies are not controlled
 - Laura S is the one who controls them and ensures that when a new version is released a PDF version is put on the lab shared drive, printed copy is in the binder and potentially it is put on MTS
 - Please do not save procedure folders on your desktop. If a new version comes out, the folder version will not be updated

9. Inuvik >24 hour blood cultures:
 - Laura S noticed that Inuvik cancelled a blood culture because it was >48 hours old
 - This made her first question why they did that then made her wonder what they do when a bottle is >24 hours old
 - Inuvik did not realize that bottles need to be subbed if >24 hours old and they do not have the capacity to do this

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- Going forward, they will be sending these bottles to us. They will redirect the order to Stanton like they do with their positives.
- We are not sure exactly how this will work but should be the same as HR/FS. We will sub the bottle and then put it on the BACTEC for the remaining time.
- If they redirect it to us it should allow us to result it, but we will see when it happens

10.Roundtable:

- Chelsea: Asked if we have a sample that we did part of but has to be sent out do we include the req. Seems like different MLA give different answers. Laura S will try to figure it out but thinking we should just include the req. and it can be taken out if necessary. We do however need to cross out the testing that we did and put testing done on the req. or DynaLIFE will do it again