

Microbiology Meeting Minutes

August 16, 2023

12:15 to 12:45

Attendee	Present?	Attendee	Present?
Laura S	✓	Chelsea	✓
Moses	✓	Jen	✓
Solomon	✓	Katie	✓
Laura G	✓		
Minutes recorder: Laura S			

1. Accreditation:

- ourNTHSSA website needs to be understood. Went over website and how to log on. There will be a short competency assessment this week to make sure everyone understands
- ROP are Required Organizational Practice policies. Go over these on the ourNTHSSA website
- Go over preparation package
- Make sure to always wear lab gown and gloves. Also, badge should be clipped to the top of your gown. Accessors should always know when you are an employee and this needs to be always visible
- If you are asked a question, just take your time and think about what they asked you then answer. It doesn't need to be quick. Remember if they ask about something you do refer to the SOP. There is an SOP for almost everything in micro and that should be referenced. If they ask about instrumentation (VITEK, BACTEC, GeneXpert or BioFire) there are procedures on how to do maintenance, sheets to record the maintenance and the schedule on our bench duties and on TQC. If they ask about equipment (incubators, fridges, etc.) there is a procedure in the QC manual about how to do all this maintenance and it is recorded on the equipment sheets and in TQC. Always reference the SOP. If you are not sure of the answer to a question that is ok. You can always say you would refer to your supervisor but basic questions you should answer. You should be truthful. If something doesn't work well for you here and they ask about it, you should be honest.
- Any questions about Accreditation?

Microbiology Meeting Minutes

August 16, 2023

12:15 to 12:45

2. Laura's office:

- The lab is getting a new manager, Wanda
- She will be taking Laura's office across the hall
- Supervisors in the hospital are no longer getting their own offices. Laura S was going to move in with Lisa, but it is not a good setup. She is going to move back to the micro lab. This will mess up our plan for the microscope, but we will just work around this for now as we have been. We can however use this room for some storage if necessary
- Laura S has the note on the door to let people know if the door is closed and what is going on (meeting, etc.). We can continue to use TEAMS to communicate
- This will be a good thing as across the hall was always too far from the micro lab

3. Calling in sick:

- Another change in the hospital is supervisors no longer have a work phone
- Sick calls, etc. should have always been made on my work phone but we did not do that
- Now if you are calling in sick, please continue to call the main lab but also call Laura's office phone 46693 and leave a message
- Should not be calling in sick the day before, should be the morning of
- Don't text Laura S unless it is an emergency, and she needs to know right away

4. PCR QC:

- Starting in May we are going to do this monthly not weekly
- The first Wednesday will be C.diff, next will be MTB, next will be RP2.1 and last will be COVID
- This will save on reagents and QC since we are not doing a lot of testing with these reagents
- We will continue to use the same indicator sheets but Laura S has changed them so they can be used throughout the year not just for the month

5. SPN QC organism:

- This organism is failing on the ST03 VITEK card
- We are going to have to start subbing it from the bead on the third Monday of the month
- Laura S is trying to set that up in TQC
- We will start in May and Laura S will send a reminder to do this if TQC isn't working

Microbiology Meeting Minutes

August 16, 2023

12:15 to 12:45

6. Diabetic foot ulcer:
 - The orthopedic surgeon would like me to start tracking the susceptibility results for diabetic foot ulcers
 - The only way this can be done is if diabetic foot ulcer is selected as a wound source
 - This has been added to the LIS. If you get a sample that is from this source, please select it
 - We will start doing this right away

7. Performance documents:
 - These are due now
 - Please ensure you have yours completed by the end of this week or beginning of next but take your time and don't rush them
 - Remember, you need to rate yourself on your objectives and the competencies on the second tab
 - Once you have done that you need to save and then complete
 - Don't complete if you haven't rated yourself or I have to have the document re-opened and it is a pain

8. Roundtable:
 - Katie: Last night was kind of a mess from HR. Samples came with a patient but were ordered as send outs. Moses called HR and spoke to Scott, and he changed the codes and ordered the STH codes. The patient was in the HR hospital but didn't know that the patient was being Medivaced to Stanton. If happens and no one is in the sending lab just cancel the tests and re-order using our codes
 - Jen: Being on wound bench she has noticed that GBS/GCS and GGS we don't always have to do susceptibility only if criteria are met
 - Chelsea: Jolina told her that when she was on call last week, she got a blood culture from Inuvik and the procedure says to put it on the O2 incubator. We will make labels for each incubator, so they know.