

**Microbiology Meeting Minutes
November 13, 2024
12:15 to 13:00**

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

1. Naming instruments:
 - Needs to be agreed on by everyone and if someone doesn't like a name, we won't use it
2. ASTM:
 - Just want to make sure everyone realized when using the ASTM, the susceptibility reporting table at the beginning lists what drugs need to be reported based on the sample or other drug results. The other flow charts or beta lactam tables list how the results for the drugs that are going to be reported based on the first table. We do not add all the drugs that are in these flowcharts, they are just for interpretation
3. Vacation time:
 - In October, I was flexible with letting 2 people take time off since we were testing what was going to happen after Solomon left but I made sure to say that this was the only reason it was happening, and it will not happen after that
 - Only 1 person can be on vacation at a time. I cannot make any more exceptions to this as we are now shorter staffed, and we are busy. Each shift is essential to be able to get our work done
 - Please do not book flights if you are not approved for vacation. This is not my problem, and you won't be able to use them. We get a lot of vacation time and now there are only 5 of us so we should be able to all have a lot of time to book trips
4. GAS validation:
 - This is completed. Thank you to Jen for getting it finished, and the data entered and thank you to everyone that participated
 - Hopefully, it will be approved, and we can start using this test
5. Workload:
 - I have been given the task to decide what we want to send out
 - Laura S plan is to send out BV, keep genital cultures if we can start doing throats on the GX
 - Further discussion found that it would be best if we referred out BV and genital cultures except Gonorrhoeae Culture. This is so there is time in

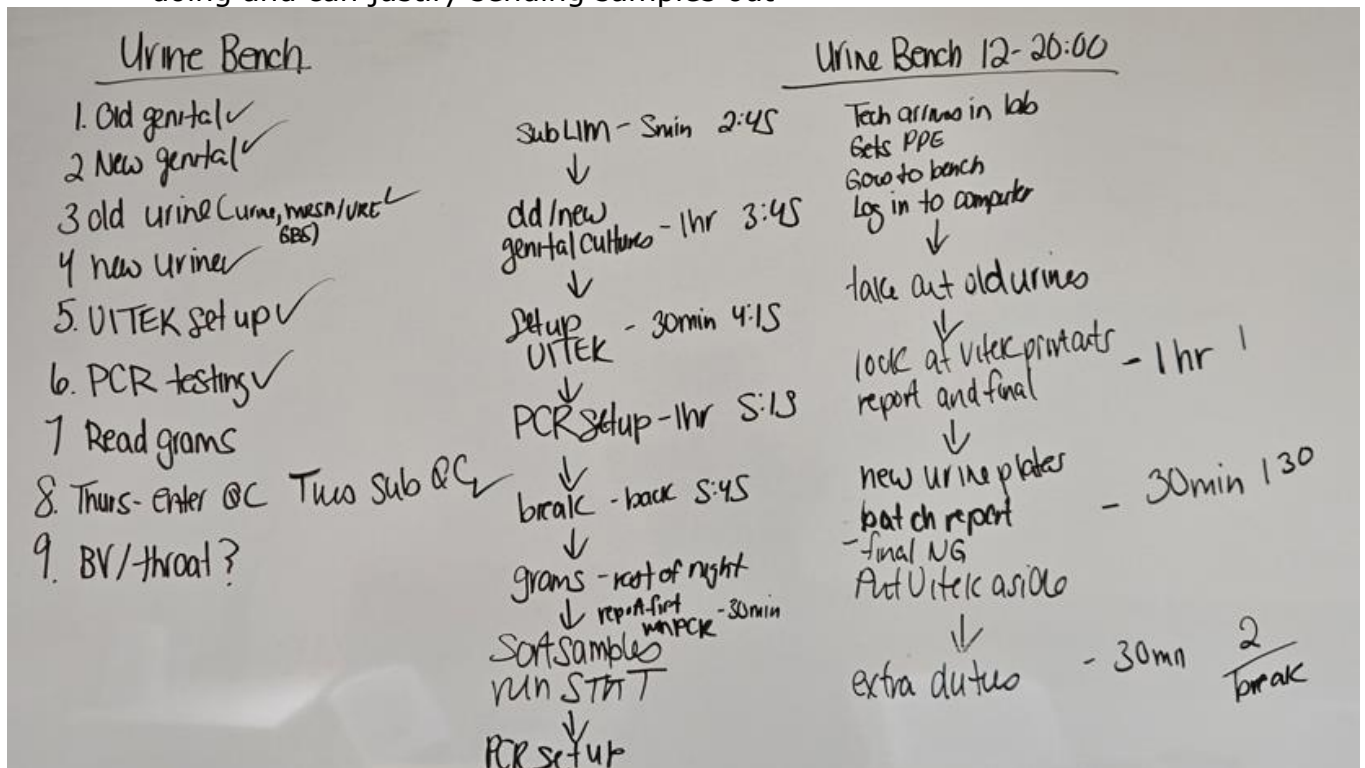
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the evening to sort samples, put away orders, handle unexpected issues that come up

- This is what Laura S will submit to Jen Daley as our plan

6. Urine bench workload process map:

- We will work on this so we can map out what the urine bench will be doing and can justify sending samples out



- Laura S will put this information in a flow chart that we can look at next week and do a risk assessment
- NOTE: after we put our process on the board, we decided to change it by removing genital cultures and adding throat cultures. We will wait and see what happens with Strep A PCR