

Microbiology Meeting Minutes

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

1. Check in:
 - How are things going? **Everyone said things are going well**
 - Any concerns? **No one had any concerns**
 - How is the workload? Is anyone feeling stressed about the workload? **So far things are going well**

2. Laura S off:
 - Laura S will be off starting this Friday until January 2
 - There will be a responsible person on the schedule with a *
 - If need someone to do OT during the workday, ask Lisa. If after hours, PCC like usual
 - Laura S has made some quick instructions for sending certain samples to NML. This includes Flu A with no subtype, MPX and PA that is resistant to meropenem
 - These are all cat B and there are 4 boxes ready for this just need where its going put on box
 - They need to have emails sent to NML when being sent and this is on the instructions
 - The big Christmas order is already in, and Chelsea will know how it is all organized. Need to make sure we use it in order of expiry dates

3. Tests with special circumstances:
 - We received a swab from a transgender female. The source was neo vagina
 - It was interesting because we weren't sure what a neo vagina was
 - Also, not sure if a neo vagina would have the normal flora of a vagina
 - Maybe we can see if there are some sort of learnings about this topic as it may come up more
 - It can be a little uncomfortable because no one wants to offend any one but there is generally a lack of knowledge in this area
 - Moses suggested to talk to the microbiologist about this because we might need to add a comment

4. Keypads:
 - Let Laura S know by Teams if a keypad isn't working
 - Katie let me know the RS for CNS sterile sites wasn't working and it was a quick fix, but I can't fix it if I don't know about it

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5. Micro sample rejection SOP and job aid:
 - Laura S has completed the rejection SOP and job aid
 - The SOP will be assigned on MTS, we will go over the job aid
 - A lot of the cancellation comments were changed recently to make them shorter and more consistent with each other

6. PCR QC sheets:
 - Laura S altered them to add a supervisor review column
 - This is because the sheets will be yearly now not monthly
 - Laura S will print off 3 copies and put in the PCR QC binder to start using January 1, 2025
 - We will do QC on the Strep A PCR since we have the QC and will soon have the cartridges

7. Group B plates:
 - Confusion about what happens if you do a latex grouping on day one and it is negative. Are the plates incubated again?
 - They really need to be incubated for 48 hours so Laura S is thinking we don't even look at them at 24 hours and only at 48 hours and do the latex on any blue colonies then
 - What does everyone think of this? **We decided that we will just read them once at 48 hours. We will label a section of the old culture shelf and will stack them there just like we do with the anaerobic jars. We will stack them with the ones being read first at the top. It will be important to put the R date of 48 hours on all plates, so this process works**

8. FS:
 - Aldi is the only lab person there and he got no training
 - We will be patient if he makes errors and help him if he asks
 - Same with Inuvik. We need to check their vaginal swabs for CXGEN and CXYST, so they are ordering them appropriately

9. VITEK suspension:
 - Had a situation where our sens on an organism did not match DL sens
 - The only explanation is tech error
 - Make sure you are using the correct McFarland concentration and not going over
 - The 0.48 to 0.63 McFarland is already going over a couple of levels so do not go above 0.63, you may get false resistant results

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10. Vacation leave for 2025-2026:

- Laura S has printed off a calendar for planning
- Remember this calendar does not mean time is approved
- First round of leave is annual leave to ensure everyone gets fair share of time off

11. Performance document:

- Laura S will be doing the checkpoints in January
- Make sure all your objectives are going well

12. Roundtable:

- No one had anything