

MEETING MINUTES

Team Name: 2012 Annual LabTAG Meeting at Wintergreen Resort and Conference Center, Wisconsin Dells, WI

Date/Time: 11/16/12, 9:00 AM – 3:30 PM

Next Meeting: 12/18/12, 9:00 AM – 10:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer, Tam Van, Nathaniel Javid

LabTAG Participants: Mike Costello, Beverly Doriott, Frances Spray-Larson, Mary Smith, Erik Munson, Brian Simmons, Mike Helgesen, Cindy Geiss, Ray Podzorski

Excused: Dick Dern

Item	Discussion	Next Steps & Responsible Party
Welcome, Reimbursement Paperwork, and Approval of 10/30/12 Meeting Minutes:	<ul style="list-style-type: none"> Erin welcomed the members and called the meeting to order. Reimbursement paperwork was submitted to Erin for processing. Meeting minutes from the 10/30/12 LabTAG meeting were approved. 	<ul style="list-style-type: none"> Erin will enter LabTAG reimbursement forms into UW e-reimbursement system and post meeting minutes to website.
2012 Major Accomplishments	<p>The following accomplishments, since the last annual LabTAG meeting in October 2011 were recognized:</p> <ul style="list-style-type: none"> Successful communications drill. Our 8 audio conferences were well attended. Labs who can't attend the live audio conferences like the archived versions. We had a great turnout for our antimicrobial conference in May 2012 with over 150 people in attendance. We had a successful 2012 Gram Stain Workshop, although the attendance was down slightly. This was the 1st year we didn't fill the workshop. The workshop could accommodate 20 students, but only 16 registered. We will evaluate whether we need to hold this workshop on a yearly basis. We have had an offer from Southwest Wisconsin Technical College in Fennimore to host the 2013 Gram Stain Workshop. The site can accommodate 16. We will accept the offer to use their facility for the 2013 workshop and monitor the attendance. We held 3 well attended and well received Regional Meetings in 2012. We increased the number of laboratory site visits from 10 in 2011 to 39 in 2012. 	
Review of LabTAG and Mission Statement, Goals, and Contact Information	<ul style="list-style-type: none"> Erin asked members to review their contact information and to notify her with any changes. No changes were received. It was suggested that Erin include the LabTAG contact information on an annual basis in a Wisconsin Laboratory message. Erin presented the LabTAG Mission Statement for review. The Mission Statement was approved without changes. Erin presented the LabTAG Objectives for review. The LabTAG Objectives were approved without changes. Erin presented the Expectations of LabTAG members. The Expectations were revised to remove the "HAN" as a site for sharing LabTAG member 	<ul style="list-style-type: none"> Erin will post LabTAG members contact information in a January 2013 Wisconsin Laboratory Message. Erin will revise the LabTAG document

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	<p>contact information.</p> <ul style="list-style-type: none"> Erin presented the Expectations of the WSLH in support of LabTAG. The WSLH Expectations were approved without changes. Erin presented the Membership Rules for LabTAG. The Membership Rules were approved without changes. 	
Review of WCLN Statement of Purpose and Expectations	<p>Erin presented the WCLN Statement of Purpose for review.</p> <ul style="list-style-type: none"> Mike Helgesen mentioned that the statement regarding communications seemed unidirectional since it states that communications are provided to the WCLN. He suggested that the communications are really bidirectional since laboratories are expected to be able to communicate back to the WSLH. Dave Warshauer suggested changing the wording to say “provide communications channels.” Mary Smith mentioned we should delete mentioning the “HAN” in the document since the HAN is no longer being supported. 	<ul style="list-style-type: none"> Erin will revise the WCLN document
Review of Sentinel Clinical Laboratory Definition	<p>Erin discussed the newly revised “Sentinel Clinical Laboratory” document, mentioning that she had expected more discussion when it was presented at the 2012 LRN Annual Meeting. The subcommittee that revised the document, of which Erin was a member, had a difficult time coming to the final definition. Previously there were advanced and basic sentinel laboratories and now there is just a single definition encompassing all laboratories that perform Gram stain and at least one of the following cultures: blood, wound, or lower respiratory tract. Some states will now have many more sentinel laboratories they must engage with.</p> <p>Erin expressed concern that as healthcare systems centralize their microbiology laboratories, we will have fewer sentinel laboratories in Wisconsin. This may mean that there will be less need to provide WCLN basic training activities to generalists from small microbiology laboratories and more need to present advanced training activities for microbiologists from large microbiology laboratories.</p> <ul style="list-style-type: none"> Brian Simmons mentioned that rural labs may send more complicated tests to larger labs and will only perform in-house testing that the physicians ask them to do on-site. Beverly Dorriott mentioned that there have been changes at ThedaCare to consolidate microbiology services to a single site. Mike Costello mentioned that Aurora is considering the possibility of progressing back to a decentralized model due to technology advances that would allow generalists to perform testing that would previously have required trained microbiologist. Frances Spray-Larson mentioned the concerns labs have regarding delayed turn-around-times when testing is sent off site. Frances Spray-Larson also mentioned that Hospitalists are showing more interest in coming into the laboratory to view and discuss microbiology test results. This demand will help keep microbiology testing in-house. 	<p>Erin will continue to maintain a list of all the clinical laboratories in Wisconsin in our database along with emergency contacts at each facility, but will add a note as to whether or not they meet the revised “sentinel clinical laboratory” definition.</p>

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	<ul style="list-style-type: none"> • Dave Warshauer mentioned that for administrators, everything boils down to costs. • Mike Helgesen mentioned that reference labs are lowering prices and this has created difficulties keeping testing in-house. Even the pathologists don't have control of what gets sent out to a reference laboratory that offers the testing for less cost. • Beverley Dorriott mentioned the concern physicians have in having their names on tests that they were not able to review. • Dave Warshauer mentioned that the small laboratories that send their microbiology testing to another laboratory are still impacted in emergency events, so they still need to be aware of the Sentinel Laboratory document. • Erin Bowles mentioned that she was surprised at the LRN meeting, that some speakers had physicians' offices/clinics added on at the bottom of the LRN pyramid, since a lot of testing is now being done in physicians' offices. <p>Ultimately, we will still maintain contacts for all Wisconsin clinical laboratories and include them in the WCLN, even if they no longer meet the "Sentinel Clinical Laboratory" definition.</p>	
Review of Regional Meeting Evaluations and Suggestions for Educational Topics	<p>LabTAG members reviewed the evaluation summary from the 2012 Regional Meetings. There was a lot of discussion, including some of the following:</p> <ul style="list-style-type: none"> • Members were surprised that some of the requests for continuing education were for topics that have been covered in the past few years during an audio conference or at a workshop. It was suggested to list some of the archived presentations in a Wisconsin Laboratory Message. • Mike Helgesen asked if it was possible to archive the WCLN listserv discussions for individuals to access. Unfortunately, that isn't possible. • Ray Podzorski mentioned that he was struck by how many comments there were indicating that not having pathologists with a strong micro background can be such a limiting factor for laboratories in making changes and implementing new policies. • Frances Spray-Larson mentioned that the case studies were well received, so perhaps we could present more case studies. Frances also mentioned that she has been training new nurses to read and understand microbiology reports and she wondered if we should give a presentation about the laboratories role in educating non-laboratory hospital staff about the laboratory. • Dave Warshauer suggested giving an audio conference for laboratorians and infection preventionists to discuss MRSA, VRE, KPC, and other HAIs, etc. Dave Warshauer later mentioned the possibility of covering this topic in both an audio-conference and at the 2013 regional meetings. It was recommended to have a joint presentation, with speakers from both laboratory and infection prevention. 	

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	<ul style="list-style-type: none"> ○ LabTAG members suggested that the presentation should cover what training labs should supply to nursing/infection prevention. What information (such as MRSA positive) is entered permanently into the patient chart and who makes that decision? What is the laboratory doing to meet infection the needs of infection prevention? Should the lab routinely screen nursing home patients? • Erin remarked that since the blood and wound culture discussion had been so well received at the Regional Meetings, perhaps it would be a good idea to have a urine culture discussion session at the 2013 Regional Meetings. 	
2013 Audioconference Topics:	<p>Erin gave an update on the scheduled 2013 audio-conferences. We are committed to presenting 8 audio-conferences a year per our grant funding. The following audio conferences have been suggested/scheduled:</p> <ul style="list-style-type: none"> • Dave Warshauer agreed to give a presentation on the use of IGRA tests for Mycobacteria in January. • On February 13, 2013 and March 13, 2013 Tom Novicki will present 2 audio conferences on hepatitis. • In April we will present an audio conference overview of “Quality Management Systems” that defines the terms used and the elements in a quality management system necessary to provide quality laboratory services. No speaker was suggested, however, it was agreed that this should be someone with a microbiology perspective. The audio conference should include the following: <ul style="list-style-type: none"> ○ Writing laboratory protocols ○ What do you need to document and how best to do so ○ Provide some examples of documentation forms that labs can use or modify for their use. • No audioconference in May as the “Providing Quality Laboratory Services” workshop will be in early May. • Vector borne diseases such as West Nile, Babesia, Ehrlichia, etc. was suggested for a June audio conference. Diep Johnson was suggested as the speaker. • In September WSLH personnel will present the annual influenza updates audio conference. • Mike Costello will discuss MALDI technology in the November audio conference. • Brian Simmons mentioned the possibility of addressing orthopedic infections for December 2013. No speaker was suggested. 	<p>LabTAG members please bring suggestions for speakers for the April and December audio conferences to the LabTAG call on 12/18/12.</p>

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<p>Develop Agenda and Suggest Speakers for “Providing Quality Laboratory Services” Workshop:</p>	<p>The group discussed whether the workshop should focus only on microbiology, or be more inclusive of other areas of the laboratory. The consensus was that there were enough critical issues in microbiology to discuss that could easily fill the entire day, so the group agreed that the workshop emphasis should be on microbiology.</p> <p>The following <u>draft agenda</u> was suggested: Title: “Providing Quality Laboratory Services: Coloring Within the Lines While Thinking Outside the Box”</p> <ul style="list-style-type: none"> • Validation/Verification: no suggestions for speaker <ul style="list-style-type: none"> ○ Subdivide session to cover instrumentation, media, kits/reagents ○ Give specific examples • Quality Assurance: – suggested speaker should be a Ph.D. or administrative level microbiologist <ul style="list-style-type: none"> ○ Divide into pre-analytical, analytical, post-analytical considerations ○ Discuss key monitors and give real examples • Quality Control: – suggested speaker is a bench level technologist <ul style="list-style-type: none"> ○ Divide into instrumentation, media, kits/reagents and provide real examples. ○ Daily, monthly, etc. • Continuous Quality Improvement: <ul style="list-style-type: none"> ○ Provide specific examples of quality indicators, what is monitored, how it is monitored, and what is the impact on improvement of service • Proficiency Testing: <ul style="list-style-type: none"> ○ What and how much is required ○ What to do when none is available ○ Documentation • Training and Competency Evaluation: <ul style="list-style-type: none"> ○ Different requirements for bench tech vs. lead tech, vs. administration ○ How do you measure ○ How do you meet “6 core category”? requirements • Other Topics for consideration that should be mentioned/included in the presentations on the above topics are: <ul style="list-style-type: none"> ○ Document Control ○ Preparing for an Inspection ○ Point of Care Testing <p><u>Note:</u> Each presentation should be followed by sufficient time for discussion. We should consider panel presentations since they are always a hit. Mike Costello suggested that any panel should be representative of the spectrum of different lab sizes in WI. We should provide some examples of forms for documentation whenever possible.</p> <p>Erin needs to submit the 1st progress report for the grant, including the draft agenda and the names of the documents that will be purchased for the clinical laboratories by January 15th.</p>	<p>LabTAG members please review the draft agenda and bring your suggestions for changes to the December LabTAG call. We need to determine the final agenda on the call. Also bring your suggestions for speakers. If you would like to present one of the topics, please contact me before the next call on 12/18/12.</p>

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Discuss Resources Documents to support "Providing Quality Laboratory Services" Workshop:	Erin turned the discussion to the resource documents that would be purchased for the "Providing Quality Laboratory Services" workshop. Both Cumitechs and CSLI documents are being considered. Ray Podzorski suggested having the list of possible documents emailed to LabTAG members, so they could look at the choices being considered. At our December meeting we must determine which document(s) we want to purchase. We will want to tie the presentations to the documents we end up purchasing. Once we decide on the document(s), we will also need to develop a short survey to send to the labs to assess the documents usefulness.	LabTAG members please review the documents so you can vote for the one(s) you feel would be most useful and we will make the final decision in December.
Define Goals for 2013:	<p>Erin introduced the topic of defining goals for 2013:</p> <ul style="list-style-type: none"> • <u>Educational Document</u>: LabTAG members were asked if there was any interest in developing a document that could be used by laboratories to help educate physicians, or other healthcare partners about wound cultures based on the discussions at the Regional Meetings. LabTAG members felt that the topic was too diverse and that it would be too difficult to develop a useful document. • <u>Drills and Exercises</u>: The WSLH needs to conduct a communications drill this year. Past drills have been done on 1st shift and the response has been pretty good. Erin would like to determine whether the performance will drop during an off-shift drill. There is no guarantee that an emergency will only occur on 1st shift. LabTAG members voiced concern that the response rate may be delayed until the next day on 1st shift. If laboratories do not respond during an off shift drill, then we need to figure out why and work to resolve the issues. Mike Helgesen inquired into the possibility of texting emergency messages. Erik Munson asked how the fax messages will be addressed. Erin mentioned that the fax should be addressed to "laboratory staff" and that the message will clearly say "emergency response required, respond immediately". Mike Helgesen voiced a concern that we need more avenues of communication than just fax and email. Brian Simmons mentioned concern about the cost of adding additional methods. All agreed that it would be a good idea to conduct the off-shift drill • <u>Lab Workforce/Training Issues</u>: <ul style="list-style-type: none"> ○ Brian Simmons addressed the issue of an overflow of MLT students vying for laboratory clinical training. ○ Frances Spray-Larson mentioned a problem at MATC. They are sending MLT students to hospitals with no microbiology experience. Frances Spray-Larson mentioned that students coming in do not have the experience needed for the laboratory. It's as if they are starting completely fresh when they begin. ○ Erin mentioned that the problem is we have people retiring faster than we can replace them, and this is pushing schools to turn out students more quickly, but perhaps the training is less effective. ○ Brian Simmons mentioned that we need to hire students that have 	<p><u>Education Document</u>: No further action required</p> <p><u>Drills and Exercises</u>: Erin will conduct the communications drill and compile the results for LabTAG members to discuss during our next meeting.</p> <p><u>Lab Workforce/Training Issues</u>: We will likely discuss this more in the future to see if there is some action we want to take to raise the awareness of the work that is done in the clinical/public health laboratories and the impending workforce shortage.</p>

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	<p>a solid base-line of knowledge who only need follow up facility specific training. We simply cannot afford to train students from scratch; they need to be entering the lab with sufficient knowledge to perform on the job. Therefore, we need to reach out to schools and tell them they need to better prepare their students.</p> <ul style="list-style-type: none"> ○ Mike Costello mentioned that the problem is also with the labs improperly training the students. Lab staff are rushing to get the work done within their shift and don't have time to really teach. There are fewer labs that are able to provide microbiology training. ○ Mary Smith mentioned that the problem is circular: schools are providing minimal clinical training to students, with the idea that labs will take them and train them on the job. ○ Ultimately, Erin asked the group if there is anything LabTAG should do about this. Erin asked if there was a need to engage in talk with program directors at schools to tell them what skills the students are lacking and suggest changes to programs that would help their students better succeed in their clinical training. ○ Mary Smith mentioned that other groups in the state need to be on our side mentioning more about this. ○ Erin mentioned that laboratorians need a greater public voice with stronger representation to address the workforce issues that we're facing. ○ Tam Van mentioned that the public needs to be aware of what goes on behind a lab result. ○ Beverley Dorriott mentioned that prospective students will be looking at salary ranges, and this may discourage them from becoming interested in the field. ○ LabTAG members mentioned accessing the media for advertising what our labs do. Members discussed writing and submitting articles to the press during lab week or possibly advertising on social media such as U-tube. ○ Tam Van mentioned the importance of stories in conveying a message and Erin followed up to say that APHL has been doing this in bits and pieces. <p>No action plans were suggested at this time, but this problem is not going away. It was suggested to monitor what larger laboratory professional groups are doing for the time being. The topic will be discussed again during future meetings.</p>	
Round Table Wrap-up:	<p>As the meeting was wrapping up, Erin asked for final thoughts from each LabTAG member regarding the laboratory challenges they will be facing in the coming year:</p> <ul style="list-style-type: none"> • Frances: We are persevering. • Ray: We need the tools to reach our own administration with concerns. 	<p>Good luck to all laboratorians who struggle each day to ensure quality laboratory service for our clients! It is a challenge that we manage to meet every day because we are committed to our profession. Let's keep up the great work!</p>

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	<ul style="list-style-type: none"> • Mike Helgesen: We are trying to meet budget. We are looking at bringing in PCR, Chlamydia, and GC. • Brian: We're in the process of having a new hospital built within the next two years. • Mike Costello: We're excited about changes happening in the lab for the upcoming year with mass spec. • Erik: Our main priority is re-working our third shift. • Beverley: We are working on making Epic Beaker live. We're also hoping to transition to more molecular technologies. • Mary: We broke ground on a new clinic, and we're looking to do more remodeling on a recently-built clinic. We are also looking at how we're going to mentor new staff. • Cindy: We will be remodeling micro within the next year or two. • Dave: We will be moving to a new building next year. We will be moving out to Ag Drive. • Erin: Thanked all in attendance for their commitment to LabTAG and the WCLN. <p><i>Erin adjourned the meeting at 3:30 PM</i></p>	

MEETING MINUTES

Team Name: LabTAG

Date/Time: 10/30/12, 9:00 AM

Next Meeting: 11/16/12, Annual Meeting Wisconsin Dells

WSLH Participants: Erin Bowles, Dave Warshauer, Tam Van, Nathaniel Javid

LabTAG Participants: Mike Costello, Frances Spray-Larson, Mary Smith, Erik Munson, Brian Simmons, Mike Helgesen, Cindy Geiss, Ray Podzorski

Excused: Dick Dern

Item	Discussion	Next Steps & Responsible Party
Approval of 8/21/12 Meeting Minutes:	Meeting minutes approved.	Erin will post to website
2012 - 2013 Audioconferences:	<ul style="list-style-type: none"> December – Rabies – Jim Powell, WSLH and Jim Kazmierczak, WDPH January, February and possibly March - Hepatitis – Tom Novicki, Marshfield? Tom is considering doing a series of audio conferences on Hepatitis A, B, and C. He will get back to Erin and let her know his decision. 	<p>We will be planning the remainder of the 2013 audioconference season at the annual LabTAG meeting.</p> <p>LabTAG members please bring your ideas for audio conferences that you feel the laboratories would find useful.</p>
2012 Regional Meeting Wrap-up:	The 2012 Regional Meeting went very well. The blood culture and wound culture discussion sessions were well received. Several individuals commented on the evaluation forms that they were going to go back to their laboratories and recommend some changes based on these discussion sessions.	
CLIA Grant: <ul style="list-style-type: none"> Discussion regarding resource documents in support of “Providing Quality Laboratory Services” Workshop 	<p>We are looking into purchasing documents for the CLIA grant. We need to determine which documents to purchase and how we would evaluate those documents. The group discussed looking at various CLSI GP series documents and at various Cumitech documents. Ultimately, we want the documents to address quality systems in a clinical laboratory.</p> <p>The question was asked whether we want our focus to be only on micro or do we want a more global focus, encompassing lab-wide quality management. The majority opinion seemed to be that we would probably get a better turnout at the workshop, if we broadened the focus beyond microbiology. Therefore, purchasing the CLSI documents appear to be a better choice than Cumitech documents which are focused on microbiology. It was suggested that we consider the following CLSI documents for purchase:</p> <ul style="list-style-type: none"> training and competency (GP21A3) application of quality management (GP26A3) development and use of quality indicators (GP35A) <p>Erin will look into the possibility of obtaining a volume discount for purchasing the CLSI documents. Since new federal funding rules restrict when food can be purchased for workshops, more of the funding may be allotted for purchase</p>	<p>Erin will contact CLSI about obtaining a discount for purchasing documents on topics related to providing quality laboratory services for the WCLN laboratories.</p> <p>LabTAG members please think about the topics you would like to see on the agenda for the workshop. Also bring your suggestions for speakers on the topics. Is there a topic that any of you would be willing to speak about? We will want to tie the presentations to the documents we end up purchasing.</p> <p>LabTAG will work with Erin to develop a short survey that will be sent to labs to assess the usefulness of the documents.</p>

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	<p>of the documents than the workshop.</p> <p>LabTAG members were asked for their ideas on how to evaluate whether the laboratories found the documents useful in guiding their laboratory practices. All federal funding requires setting performance measurements that will demonstrate the funding money was well spent and effective. A suggestion was made to do a follow up survey after the workshop asking labs to respond to questions that would have yes/no answers but that would demonstrate how they used the documents and the workshop training in their laboratories.</p> <p>Lastly, LabTAG members were asked why labs to not send individuals to conferences. We had noticed a drop in attendance at the TB conference this year and were wondering if LabTAG members could guess why. They suggested it was just bad timing and perhaps the labs were short of staff. To prevent this type of problem, it was agreed that it would be reasonable to make it mandatory for all labs who accept the CLSI documents to send at least one person to the workshop.</p> <p>The final report for the grant and all other deliverables are due by the end of June, so the conference will have to take place in April or early May.</p>	
Wisconsin Laboratory Workforce Survey:	<p>The Department of Public Health Workforce Development division conducted a Wisconsin laboratory workforce survey of selected Wisconsin laboratories in 2010. The survey was repeated in 2012. Erin and Mary were asked to give a short commentary to the Wisconsin workforce data collaborative committee regarding our concerns upon comparing the results of the 2010 survey to the results of the 2012 survey</p> <p>Some of the concerns Mary Smith mentioned were:</p> <ul style="list-style-type: none"> • the aging laboratory workforce • an increase in MLT training schools and jobs, but a decrease in MT programs and jobs • decreased hours students spend in actual laboratories – UW Minnesota has addressed this by developing a virtual lab • difficulty hiring qualified MLTs/MTs that are ready to work without a lot of additional training. <p>Some of Erin's concerns were:</p> <ul style="list-style-type: none"> • increasing laboratory tests being performed in CLIA waived labs • individuals with least laboratory training are performing more testing • testing quality is in jeopardy when performed by non-laboratorians, which will ultimately affect patient care as clinicians and nurses depend on lab results for diagnosis and treatment. • MT and MLT programs are not getting the most qualified applicants because of lower wages in the lab in comparison to nursing, radiology, 	Erin would really like to find a way to elevate the visibility of laboratory and its role in healthcare. She asked LabTAG members to do whatever they could to bring attention to the importance of laboratory testing.

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	<p>physical therapy, etc.</p> <ul style="list-style-type: none"> • need more equity of pay for laboratory professionals <p>Erin was greatly frustrated to hear that the data collaborative committee didn't seem to feel that laboratorians were equally as important to patient care as other healthcare partners and so laboratorians didn't deserve equal pay and wouldn't get more money. The committee head basically said there were obviously laboratory problems that laboratory professionals were aware of and that laboratories needed to take care of their own problems, without expecting any help or support from other healthcare colleagues.</p> <p>Other LabTAG members echoed Erin's frustration in being treated as somehow less important healthcare professionals. There just isn't enough awareness of the importance of the work done in the laboratory, nor the skills that are required to perform quality testing. This is also the message that labs receive from training programs that accept students into their laboratory training programs who really aren't well equipped with the skills required to succeed in the laboratory.</p> <p>Further discussion centered on the problem of unqualified students who are looking for a new career and entering laboratory professional training programs. This is in part due to the fact that many of the 2nd career students whose previous jobs required a higher level of education and experience don't consider laboratory careers, but enter professional programs where they can earn higher wages. Technical schools are accepting too many students who have no knowledge of the skills and knowledge they will need to develop to succeed in the lab into their MLT programs. When they realize how difficult the training is, they don't complete the program. We need to find a way to work with technical schools to fix this problem.</p>	
Agenda Items for Annual LabTAG Meeting	<p>Discuss MT/MLT training programs and how we can work with the schools to get better prepared students. Perhaps we can facilitate a conversation between labs and technical school administrators to urge them to be more selective in admissions and provide suggestions for ways to train their students more effectively before they enter their laboratory rotations.</p> <p>Develop "Providing Quality Laboratory Services" Workshop agenda and suggest/ volunteer speakers</p>	Erin will put on these items on the agenda for our annual LabTAG meeting.
Open Forum:	None	

MEETING AGENDA

Team Name: LabTAG

Date/Time: 8/21/12, 9:00 AM

Next Meeting: Annual Meeting Date TBD

WSLH Participants: Erin Bowles, Nathaniel Javid

LabTAG Participants: Ray Podzorski, Beverly Doriott and Karen Siebert, Frances Spray-Larson, Mary Smith, Erik Munson, Brian Simmons, Mike Helgesen

Excused: Dick Dern, Mike Costello

Item	Discussion	Next Steps & Responsible Party
Approval of 7/17/12 Meeting Minutes:	Meeting minutes approved	Erin will post to website
2012 - 2013 Audioconferences:	<p>Audioconference topics that have been suggested for the fall/winter are : Syphilis Testing (Reverse algorithms) Hepatitis Disease and Testing</p> <p>LabTAG thought that the syphilis topic could easily be covered in one audioconference. The hepatitis topic may require two audioconferences to cover all the information. Erin said that it would be possible to carry the topic over into January if necessary.</p> <p>Erin asked LabTAG for suggestions for guest speakers for the above topics. Erik Munson asked if it was possible to ask out of state speakers guest speakers. Erin responded that she didn't know if there was any funding to pay an honorarium if it was requested, but she was willing to see if it could work. Matt Binaker(spelling?) from Mayo Clinic was suggested as a speaker to discuss syphilis reverse algorithms. Both Erik and Ray were familiar with his work on syphilis. There were no suggestions for a speaker for the hepatitis audioconference. With the recent push for baby boomers to be testing for Hepatitis C, it does seem to be a relevant topic for an audioconference. Erin will check with Dave to see if he has any recommendations.</p>	Erik and Ray, please send information for Matt Binaker
Assignments for Review of Continuing Education Resources for Wisconsin Laboratories Document	<p>LabTAG members have each been assigned a few pages of the "Continuing Education Resources for Wisconsin Laboratories" document to review. LabTAG members should check that the information in the document is still true and that all the links in the document still work. Please make any corrections, additions, etc. to the pages you've been assigned to review and return them to Erin.</p> <p>Assignments: Pages 3,4 – Mike Costello Pages 5,6 – Dick Dern</p>	<p>Erin will send the document out to members for review.</p> <p>LabTAG members please make sure links are active return your edits to Erin by October 1, 2012.</p>

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	Pages 7,8 – Bev Doriott Pages 9,10 – Cindy Geiss Pages 11,12 – Mike Helgesen Pages 13,14 – Erik Munson Pages 15,16 – Ray Podzorski Pages 17,18 – Brian Simmons Pages 19,20 – Mary Smith Pages 21,22 – Frances Spray-Larson Page 23 – Erin Bowles	
2012 Regional Meetings: <ul style="list-style-type: none"> Best Practices Guidelines: 	There was a lot of discussion on how to modify the “Wound Culture Best Practices” Power Point presentation. In discussing the flow of the presentation it was suggested to begin the discussion by asking if participants do a gram stain, then move on to how they collect the specimen, what algorithm do they use for culture work-up, etc. There was a long discussion debating the use of the words “best practices”. LabTAG felt more comfortable removing the words from the presentations and providing recommendations from identified resources such as ASM Cumitech, CAP checklists, and the Clinical Microbiology Procedures Handbook. Ultimately, we want to facilitate a discussion and not present our opinions as best practices.	Erin will modify the presentation based on the suggestions made during the call and then send the presentation to LabTAG members for review.
CLIA Grant:	The CLIA grant submission for the Quality Management Conference and purchase of supporting resource documents, received a response asking Erin to provide more detail before a contract could be granted and signed. Erin responded by asking when they needed her response, saying she was currently busy with Regional Meetings. Erin received a response that she could take as long as she needed to put together a response, but that there would be no movement forward to approve the funding until the details they were requesting were supplied.	After the Regional Meetings are completed, Erin will be asking LabTAG for help developing the agenda for the conference and for help coming up with the details that are required to move the grant approval forward. This may take up a large amount of time during our annual LabTAG meeting.
Date for In Person LabTAG Meeting	Erin asked LabTAG members if they wanted the meeting location to remain somewhere in the Wisconsin Rapids/Stevens Point area, or if members would prefer to move the meeting somewhere else. Members responded that the current meeting location was fine.	Erin will send out polls to get dates for everyone’s availability.
Open Forum:	There will be no meeting in September because of the Regional Meetings. The next (in person) meeting will be scheduled for October or early November on a date to be determined (TBD).	

MEETING MINUTES

Team Name: LabTAG

Date/Time: 7/17/12, 9:00 AM

Next Meeting: 8/21/12, 9:00 AM

WSLH Participants: Erin Bowles, Nathaniel Javid

LabTAG Participants: Beverly Doriott, Dick Dern, Mike Costello, Brian Simmons, Ray Podzorski, Mike Helgesen, Erik Munson, Mary Smith

Excused: Frances Spray-Larson

Item	Discussion	Next Steps & Responsible Party
Approval of 5/22/12 Meeting Minutes:	Minutes approved as submitted	Erin will post to WCLN website
2012 - 2013 Audioconferences:	<p>Suggested topics for fall include:</p> <ul style="list-style-type: none"> • Respiratory Update 2012 – WSLH will present, • Syphilis EIA testing (discuss recommendations for using reverse algorithms). • Hepatitis (break topic down by type A, B, C, etc., and group by method of transmission). This may take multiple audioconferences to cover all the material. • Anaplasma, Babesia and other arthropod borne diseases (This topic will be for the spring of 2013, before the season begins). 	<p>LabTAG members, please submit suggestions for speakers for Syphilis and Hepatitis audioconferences to Erin.</p>
<p>2012 Regional Meetings:</p> <ul style="list-style-type: none"> • Best Practices Guidelines: • Case Studies: 	<p>Best Practices: Erin asked LabTAG to help come up with some talking points for the Blood Culture and Wound Culture Best Practice Discussions at the Regional Meetings. The talking points will be used to create questions to engage the audience by using the I-clicker polling to aid in the discussion. Mary Smith suggested following up the discussion for each talking point with a recommended best practice slide. Provide a list of resources for performing wound and blood cultures such as CLSI and ASM-Cumitech documents. It was suggested that the CAP checklists may give ideas for talking points.</p> <p>The following talking points were suggested by LabTAG members:</p> <p>Wound Cultures:</p> <ul style="list-style-type: none"> • Do you routinely do a Gram stain on all wound cultures and do you use the Gram stain to direct culture work-up? • What do you do when culture and Gram stains don't correlate? (LabTAG members mentioned that they consider the type of specimen and how it was submitted and they review/re-do the Gram stain.) • How do you deal with receiving only 1 swab? (LabTAG members suggested 1) place the swab in a broth and use the broth to inoculate plates and make the Gram stain slide – but there were concerns this may 	<p>Erin will send out a list of the talking points to LabTAG members via email. We want to get a general consensus of the questions we want included in the PowerPoint.</p> <p>LabTAG members please rearrange, modify, correct, add additional talking points, etc. as you would like to see for the Regional Meeting presentations and send back to Erin to create the Power Point.</p> <p>LabTAG members please tell Erin which Regional Meeting you will be attending and if you are willing to help moderate the discussion sessions.</p>

Item	Discussion	Next Steps & Responsible Party
	<p>dilute the specimen, 2) adding a report comment single swab specimen is suboptimal and may compromise results, 3) reject specimen as an insufficient specimen and ask to recollect.)</p> <ul style="list-style-type: none"> • Are you using an E swab and if so did you do a validation study and what did you do to validate? • Should you perform anaerobic culture on a wound specimen? (LabTAG members agreed that labs should only culture for anaerobes on deep tissue wounds collected into suitable anaerobic transport media – dependant of type of wound and how it was collected.) • What algorithms are used to determine the extent of work-up and susceptibility testing? • When is it OK to say no to physicians who want more workup? • Are there certain organisms that should always be worked up regardless of their amount, or other organisms that may be present? (LabTAG suggested may always work up any amount of <i>Staph aureus</i>, <i>Pseudomonas aeruginosa</i> and Strep Group A.) <p>Blood Culture:</p> <ul style="list-style-type: none"> • How do you collect pediatric blood cultures? • Do you allow blood culture collection from Ports? • Do you allow blood culture collections when IV lines are started in the ER? • How do you monitor and solve contamination problems? (Brian offered to discuss what they have done in his laboratory.) • Do you monitor bottle volume? (Discussion should include direct draw into bottle with butterfly vs. draw into syringe and then into bottle.) • Do you monitor the turn-around time 1) from time of draw to time bottle is entered into the blood culture instrument, 2) from time bottle signals positive to time Gram stain result is reported, 3) from time bottle signals positive to time of final report? • When you report the Gram stain, how much detail do you provide and do you check to see if the patient is on appropriate antibiotic therapy and notify the physician if therapy needs to be changed? (Discuss the need to give a gram stain result that gives the most information. Also if the patient is on a broad spectrum antibiotic, is it appropriate for the organism you see on the Gram stain?) • What, if any, rapid ID are you performing directly from positive bottle? • Do you inoculate sterile body fluids into blood culture bottles? • Develop bullet points of recommended best practices, perhaps from ASM Cumitech? <p>Erin also asked LabTAG members to let her know which meeting they would attend and asked them to plan to help her moderate the discussions.</p>	

Item	Discussion	Next Steps & Responsible Party
	<p>Case Studies: The following labs have volunteered to give case studies: Children's Hospital of Wisconsin, Dynacare Laboratory, ACL Laboratories, Wheaton Franciscan Laboratories and possibly Fort HealthCare. Most of these laboratories would attend the Madison Regional Meeting. Erin expressed concern that she was finding it difficult to find laboratories to present at the Rice Lake Regional Meeting. Erik Munson has volunteered to go wherever he is needed. Dick Dern also volunteered to go to Rice Lake if needed to help moderate the best practice discussions. Erin is checking to see if other laboratories would be willing to drive to the Kimberly or Rice Lake meetings and is hoping to come up with a final schedule for the case presentations next week.</p>	
CLIA Grant:	<p>There is an opportunity to receive an APHL CLIA Training Grant for up to \$15,000.00 to provide training on a CLIA related subject to the clinical labs. The application deadline is June 25, 2012 so Erin is working with a short timeframe to submit the application. Erin would like to keep the grant money for sentinel laboratory training. She originally considered applying for the grant for packaging and shipping training but found out APHL is now going to offer this training for free. Another idea she had was to provide a one day training conference on CQI: Quality Management System and Preparing for a Laboratory Inspection. Topics could include training and competency, what needs to be done when you get a new analyzer (what does the lab do vs. the manufacturer), proficiency testing, instrument comparisons, document retention, QA, CQI, meeting CLIA regulations, etc. LabTAG felt this would be a good conference to offer. The group discussed the timing of the conference and whether it should be an extra conference in addition to the planned on Molecular Conference for spring 2013. The group felt that it would be OK to delay the Molecular Conference a year and replace it with a CQI: Quality Management Systems Conference. It was suggested to possibly broaden the audience appeal by bringing in speakers from Chemistry and Hematology, etc. LabTAG felt this would be OK if the focus was still on infectious diseases since QC of molecular instrumentation is similar to chemistry and hematology instrumentation. It was suggested to provide a list of resources in the conference materials as it is a challenge to know what resources are available. Grant money could also be used to purchase some reference materials as we did with the CLSI AST documents. Erin read a list of several CLSI documents that are available. LabTAG members also suggested considering ASM Cumitechs. ASM Cumitech 31A - verification and validation was mentioned as a good possible resource to purchase.</p> <p>Erin asked if some LabTAG members would be willing to write a letter supporting the need for training on these subjects. Mary Smith and Brian Simmons agreed to write letters.</p>	<p>Erin will work with Dave Warshauer to write and submit the grant proposal application. Erin will get back to Mary and Brian regarding what she needs in the letters they have agreed to write for the grant proposal.</p>

Item	Discussion	Next Steps & Responsible Party
Open Forum:	<p>Nate Ledeboer at Dynacare Laboratory mentioned that he has been involved in discussions to start a Wisconsin South Central Association of Clinical Microbiology (SCACM). Mike Costello mentioned he also was present during the discussion. The Illinois chapter of SCACM has asked WI to hold a joint low cost SCACM meeting in the fall of 2013. Kristina Georgakas has volunteered to become the president of the WI chapter. It is unclear at this time how and what the WSLH will be asked to contribute to support a Wisconsin SCACM chapter.</p>	<p>Erin will continue to report to LabTAG any news she receives on the proposed plan.</p>

MEETING MINUTES

Team Name: LabTAG

Date/Time: 5/22/12, 9:00 AM

Next Meeting: 6/19/12, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Erik Munson, Frances Spray-Larson, Ray Podzorski, Mike Costello, Brian Simmons, Mike Helgesen, Beverly Doriott, Dick Dern

Excused: Cindy Geiss, Mary Smith

Item	Discussion	Next Steps & Responsible Party
Approval of 4/17/12 Meeting Minutes:	Minutes approved as submitted.	Erin will post to WCLN website
Introduction of New LabTAG member from Region 6:	Erin introduced Beverly Doriott as the new Region 6 LabTAG representative. Beverly is an expert microbiologist at ThedaCare Laboratories in Appleton, WI. Beverly then told the group a bit about herself.	Beverly will submit a short bio to Erin that she can include in an upcoming Wisconsin Laboratory Message to announce Beverly as the new LabTAG representative for Region 5.
Evaluation Summary AST Conference:	<p>The group spent some time discussing the AST evaluation summary. The overall response was very positive. Attendees felt the conference was worth their time and would recommend attending future conferences to their colleagues.</p> <p>Although the overall response was complementary, Erin's impression is that there is still a small group of laboratories that is looking for help/guidance with some of the most basic AST principles. Erik suggested reminding laboratories that some of the additional training they were asking for has been covered in previous presentations posted on the WSLH website.</p> <p>The group spent some more time discussing the responses to the question that asked for suggestions for future educational events. Based on the responses, the following topics were suggested by LabTAG members for consideration for future training events:</p> <ul style="list-style-type: none"> • What antibiotics to report and not to report using CLSI documents guidance. • How to set up a stewardship program. • What to do and what not to do in microbiology based on type of culture or what organisms need AST and which shouldn't be tested. 	Erin will remind laboratories to look at archived WSLH presentations in the next Wisconsin Laboratory Message.
2012 - 2013 Audioconferences:	The discussion moved from the AST conference to Regional Meetings and back to audioconferences. It was recommended by LabTAG that the traditional October Influenza audioconference given by the WSLH cover some of the other non-influenza respiratory virus outbreaks such as RSV in nursing homes, etc.	<p>Contact Erin with suggestions for speakers or if you are interested in giving one of the presentation</p> <p>We will discuss further at our next meeting.</p>

Item	Discussion	Next Steps & Responsible Party
	<p>We discussed the possibility of having a presentation from a wound clinic physician to explain to laboratories what results the physician's working in a wound clinic need from the laboratory to effectively treat the patient in Nov. Frances could possibly contact the physician from the wound clinic at Fort Healthcare</p> <p>Other topics for audioconferences are dependent on what can and can't fit into the Regional Meetings agenda.</p>	
2012 Regional Meetings:	<p>Erin met with folks at the WSLH to discuss the topics for the meeting that LabTAG members suggested at our last meeting. WSLH colleagues had several ideas for topics. The general feeling was to include WCLN labs by encouraging them to present case studies and enter into the discussions. It was also suggested to separate laboratory specific topics from topics of more interest to local public health and infection prevention. We will hold the laboratory specific topics for the afternoon.</p> <p>LabTAG members were asked to lead discussion sessions for wound cultures and blood cultures at the meeting they planned to attend. We will work on developing and fleshing out what we plan to cover during these two presentations at our next meeting</p>	<p>Erin will call to get dates set for Regional Meetings the 2nd/3rd weeks of September and put together a draft agenda for LabTAG members.</p> <p>LabTAG members should think about this and bring their ideas to the next meeting.</p>
Best Practices Guidelines:	<p>Erin asked LabTAG members if some of the requests for future training on the AST conference evaluations led back to the idea of creating a document of Best Practices. There was a suggestion to provide "Helpful tips for the small lab with no budget." A suggestion was then made to give a presentation on How to use the CLSI document M35-A2 for abbreviated testing to save money and decrease the time it take to identify organisms. Erin suggested that this might be a good audioconference for the fall.</p>	
Open Forum:	<p>Erik Munson asked what type of Class 2 BSC LabTAG members used in their lab. Did they use a BSC vented to the outside, or one that recirculates the air. Members responded that there are fewer odors if you vent to the outside and you must vent to the outside for Mycobacteria, but there is more flexibility to move the cabinet when necessary if you have recirculated air.</p>	

MEETING MINUTES

Team Name: LabTAG

Date/Time: 4/17/12, 9:00 AM

Next Meeting: 5/15/12, 9:00 AM

WSLH Participants: Erin Bowles

LabTAG Participants: Brian Simmons, Frances Spray-Larson, Ray Podzorski, Mike Helgesen, Dick Dern, Mary Smith, Cindy Geiss

Excused: Mike Costello, Erik Munson

Item	Discussion	Next Steps & Responsible Party
Approval of 2/21/12 Meeting Minutes:	Minutes approved with one change to spelling. Change Ruckenmiller to Druckenmiller.	Erin will post to WCLN webpage.
Introduction of New LabTAG member from Region 4:	Erin introduced Brian Simmons as the new Region 4 LabTAG Representative and Brian told the group a little bit about himself and his laboratory experience at Prairie du Chien Memorial Hospital.	For those of you who missed Brian's introduction, you can read more about Brian in his profile in the 4/17/12 Wisconsin Laboratory Message.
LabTAG Recruitment for Region 6:	The LabTAG announcement for a new representative from Region 6 was posted in the 4/3/12 Wisconsin Laboratory Message and will be included again in the 4/17/12 Wisconsin Laboratory Message. There have been no volunteers to date. The last time the position was open there were multiple applicants, so Erin hopes that she may yet get an application response from someone before the May 1, 2012 deadline.	If any LabTAG member has a recommendation for a candidate to fill this opening, please contact Erin with the individual's name, so that she may contact the individual.
2012 AST Conference:	Plans for the AST Conference are moving along well. Erin is waiting for the speaker's presentations and then has the folders to put together for the conference attendees. Almost 130 people have registered to attend.	Thanks to the LabTAG members who are putting together presentations for the AST Conference!
June Audioconference:	Jeannie Druckenmiller from the Wisconsin Division of Public Health's Prion Disease Surveillance Program will be the guest speaker for the WCLN June audioconference on 6/13/12. She will discuss CJD with an emphasis on clinical laboratory issues. Erin is sending out an announcement in the next Wisconsin Laboratory Message. This audioconference will also be opened to infection prevention and local public health	
Listserver Case Studies:	This is still a work in progress. Erin is finding it difficult to find time to determine the format and post a case study on the WCLN Listserver. Readers will be given a link to the WCLN website where the entire case study will be posted so that those who want to know the answer and read the entire case study can do so immediately.	
Regional Meetings: • Wound Cultures • Guidelines for Safe Work Practices • Emerging Infectious Diseases • New Definition of Sentinel Laboratory	Wound Cultures: Erin began initial discussion regarding topics for the 2012 Regional Meetings. LabTAG members had suggested during the last meeting that wound cultures might be a good topic for the Regional Meetings. Current meeting discussion centered on some of the issues laboratories face when performing wound cultures and how they might best be addressed. The following problems were mentioned: • The laboratory needs to meet different needs and expectations from	Wound Cultures: Erin will send out an email to the group and LabTAG members will respond with their suggestions for questions that they would like to discuss during a panel presentation.

Item	Discussion	Next Steps & Responsible Party
<p>and what it means for Clinical Labs</p> <ul style="list-style-type: none"> Local Lab Case Study 	<p>physicians, infection prevention and others involved in the patient's care.</p> <ul style="list-style-type: none"> There are different types of wounds (Chronic ulcers vs. acute abscess, etc.) with different types of treatment (wound care vs. antibiotic therapy) that require different culture work-up, AST, and reporting. This makes writing a wound culture SOP challenging. Recommended work-up based on the gram stain results may not be adequate for a chronic ulcer. When and how should quantitative wound cultures fit into the picture? Collecting the specimen correctly is imperative to obtaining useful culture results (biopsying the advancing margin vs. swabbing the wound). There is a need for physician education. It would be interesting to hear from a wound clinic physician about their needs and how they interpret laboratory results. How does antimicrobial stewardship and infection prevention fit into the picture? <p>LabTAG agreed that this is a huge topic and with only an hour or so devoted to this topic at the regional meeting perhaps we could have panelists from LabTAG along with regional volunteers lead a discussion on wound culture issues. We could use I-clickers to ask questions to get the discussion started. It was suggested to break the topic into pre-analytical, analytical, and post-analytical components, beginning with specimen collection problems and ending with report results and comments.</p> <p>We could follow up with an audioconference where the guest speaker is a wound culture clinic physician, so laboratories can hear the physician's viewpoint.</p> <p>Over the coming year LabTAG may develop some guidance document for labs and/or some type of educational document for physicians that labs could distribute.</p> <p>Guidelines for Safe Work Practices: Erin thought that another possible Regional Meeting topic might be to highlight some of the material from the MMWR Supplement / Vol. 61 "<i>Guidelines for Safe Work Practices in Human and Animal Medical Diagnostic Laboratories</i>". This document is all about creating a culture of safety and would reinforce the biosafety issues discussed at the 2011 Regional Meetings. Cindy mentioned she would be sharing the document with others in her hospital. The document is meant to be applicable to other departments in addition to microbiology.</p> <p>Emerging Infectious Diseases or Hot Topic Diseases: Clinical laboratorians always seem to enjoy hearing about the latest emerging infectious diseases or diseases in the spotlight. This is also appreciated by local public health and infections control. This might be a chance to highlight</p>	<p>Guidelines for Safe Work Practices: LabTAG members should send Erin their suggestions for specific sections of the document that they would like to see covered in a presentation.</p> <p>Erin will schedule a meeting with WSLH staff to discuss Regional Meetings.</p>

Item	Discussion	Next Steps & Responsible Party
	<p>tick-borne diseases, hospital acquired infections or mycobacteria in addition to any newly emerging viral and bacterial threats.</p> <p>New Sentinel Laboratory Definition: Erin is on a national subcommittee that is working on revising the definition of a sentinel laboratory. If this work is released to the public, the new definition and expectations for sentinel labs will need to be presented.</p> <p>Local Laboratory Case Studies: It would be nice if local laboratories would participate more in the Regional Meetings and could be persuaded to present some case studies, rather than the WSLH always presenting them. Labs could involve their local public health or infection control if they want to.</p> <p>Blood Cultures: Another possible topic that LabTAG mentioned for the Regional Meetings was "Quality Management of Blood Cultures". This should cover pre-analytical, analytical, and post-analytical best practices such as collection, time from collection to entry into instrument, calling results, etc. Francis suggested there is a good CLSI document for performing blood cultures.</p>	
Packaging and Shipping Exercise:	Erin would still like to do a packaging and shipping exercise with laboratories to determine whether or not they are able to correctly package and ship both Category A and B specimens to the WSLH. LabTAG suggested using the Packaging and Shipping game that the WSLH developed.	Erin found the game pieces and will trial the exercise by sending to LabTAG members sometime after the AST Conference.
Open Forum:	Cindy mentioned that she was going to be doing a drill in her laboratory testing the ability of staff to respond to a mock spill in the TB laboratory. What a great way to perform a safety competency!	

MEETING MINUTES

Team Name: LabTAG

Date/Time: 2/21/12, 9:00 AM

Next Meeting: 4/17/12, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Ray Podzorski, Erik Munson, Mary Smith, Cindy Geiss, Frances Spray-Larson

Excused: Dick Dern, Mike Costello

Item	Discussion	Next Steps & Responsible Party
Approval of 1/17/12 Meeting Minutes:	Minutes approved as written	Erin will have the minutes posted on the WSLH website.
LabTAG Member Profiles for Lab Message:	The series of profiles of each of the LabTAG members in the Wisconsin Laboratory Messages is going well. Five of the members have had their profiles included in a Wisconsin Laboratory Message since the beginning of the year. Erin has two more profiles that have been submitted that she will include in the next two editions of Wisconsin Laboratory Messages. Two members have not yet submitted their profiles.	Erik and Dick, please submit profiles of yourself for inclusion in an upcoming Wisconsin Laboratory Message.
LabTAG Recruitment for Region 4:	Erin has not received any responses indicating an interest in becoming the LabTAG representative for Region 4. That is an area of the state that Erin has not yet visited during her annual site visits, so she doesn't have any one she knows to contact. LabTAG members suggested calling Carol Kirk to see if she has any recommendations.	Erin will call Carol Kirk.
2012 AST Conference:	Dr. Vogelmann and Dr. Aggar both declined to be the keynote speaker at the AST conference, however, Dr. Fox, an infectious disease physician from UW Hospital and Clinics, has agreed to be our keynote speaker. Tom Novicki has agreed to give the presentation on QC, validation/verification and PT. The final agenda has been established. The brochures for the conference have been sent out to laboratories along with the CLSI documents and registration is now open for the conference. Erin also mentioned that she has reserved the I-clickers, so that if the presenters want to ask questions of the audience during their presentations they can do so and everyone will be able to see the results.	
June Audioconference:	Mike Costello sent an e-mail to Erin suggesting that "How to Safely Handle Laboratory Specimens for CJD Testing" might be a good topic for a WCLN audioconference. LabTAG members agreed that just hearing that a patient may have CJD elicits a panic response in the laboratory for many of the staff. There are also questions on the CAP checklist that ask whether labs have policies for handling CJD. LabTAG members felt this would be an excellent subject to discuss. Erik Munson recommended contacting Jeannie Druckenmiller as a possible speaker. He believes she is with the WI State Department of Public Health,.	Erin will try to contact Jeannie Druckenmiller to see if she would be able to give an audioconference presentation in June.

Item	Discussion	Next Steps & Responsible Party
Wound Survey:	<p>18 laboratories responded to the Wound Culture Survey that Dick Dern posted on the WCLN Listserver for LabTAG. LabTAG members spent time reviewing the survey responses.</p> <ul style="list-style-type: none"> • It was noted that it was a nice surprise to see that most of the laboratories that responded did use published textbooks and guidelines to develop their wound culture policies. • The survey responses indicated that most laboratories will accept swab specimens even though they are the least desirable specimen and only a few laboratories will include a comment on the report that swabs are suboptimal specimens. • When only one swab is submitted, laboratories will try to set up both aerobic and anaerobic culture if properly submitted in a transport media that sustains anaerobes. • Gram stain is not routinely done. Some labs only perform Gram stain upon physician request. • Only a few labs indicated that the Gram stain result is used to determine which organisms to fully identify and perform susceptibility testing on. • Most labs did report that they limited their culture work up. Labs reported that the factors they may use to limit the work-up of a culture are: <ul style="list-style-type: none"> ○ The number of different organisms isolated ○ The presence of a predominating organism ○ The ordering physician ○ Known patient history ○ Are the organisms considered normal flora or pathogens for the specimen source. • Only a few laboratories modified how they worked up a wound culture based on submission from a wound clinic. Some labs did mention making changes to accommodate a particular physician's requests. <p>LabTAG also discussed the need for physician education on topics such as proper collection of specimens and how the Gram stain can be used to aid in determining patient treatment and culture work-up. Erin asked LabTAG if wound cultures might be a good topic for the Regional Meetings. LabTAG members suggested this might be a good topic for a panel discussion session led by a couple of labs willing to share their protocols. Dr. Warshauer mentioned possibly following up the discussion sessions at the Regional Meetings with an audioconference.</p>	We will discuss this further as we begin planning the topics for our regional meetings when we meet again in April.
Listserver Case Studies:	<p>Erin has been working on the Listserver case studies. She discussed the need for a site to post the case studies on the WCLN website with the WSLH webmaster and was told that it can be done. Erin has been wrestling with the design of the initial page of the case study that is posted on the Listserver and how it should look. The page needs to be interesting enough to grab your attention and make people want to link to the entire presentation to find the answer.</p>	Erin will continue to work on this and will send out a trial to LabTAG members once it is complete.

Item	Discussion	Next Steps & Responsible Party
Open Forum:	LabTAG briefly discussed the slow late start to the influenza season and wondered if we were going to ever see a true seasonal peak. Influenza positivity is gradually increasing. Labs in the southern part of the state are predominantly detecting H3N2. Labs in the north have seen some H1N1.	

NOTE: The March meeting has been cancelled. The next meeting will be on Tuesday April 17, 2012 at 9:00 AM

MEETING MINUTES

Team Name: LabTAG

Date/Time: 1/17/12, 9:00 AM

Next Meeting: 2/21/12, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Ray Podzorski, Mike Costello, Becky Brooks, Frances Spray-Larson, Dick Dern, Erik Munson, Carol Cantlon

Excused: Mike Helgesen, Mary Smith, Cindy Geiss

Item	Discussion	Next Steps & Responsible Party
Approval of 12/20/11 Meeting Minutes:	Minutes approved as written	Erin will have minutes posted on the WSLH website
LabTAG Member Profiles for Lab Message:	Erin has started to profile LabTAG members in Wisconsin Laboratory Messages. Mike Helgesen and Becky Brooks have been profiled thus far. Erin also has bio information from Mike Costello and Frances Spray-Larson for future Wisconsin Laboratory Messages. Erin asked other LabTAG members to submit their bios ASAP. LabTAG should now have an idea of what type of information Erin is looking to include in a Wisconsin Laboratory Message.	All LabTAG members who haven't yet submitted a bio, please do so within the next 2 weeks.
2012 AST Conference:	<p>Not much new to report. Erin has tried to contact both Dr. Aggar from LaCrosse and Dr. Vogelmann from Madison about the possibility of their being the keynote speaker to open the AST conference on May 10, 2012 in Wisconsin Dells, WI. Dr. Aggar is out of town until the end of January, but his secretary Brenda took the information and will give it to Dr. Aggar upon his return. One of them will get back to me in February. I also am waiting to hear back from Dr. Vogelmann's assistant Bonnie who will check with him to see if he is interested in participating in our AST conference. Erin will call Bonnie in a week or so if she doesn't hear back from her.</p> <p>Ray Podzorski has volunteered to give the presentation on the 2012 changes to the CLSI documents.</p> <p>Erin is still looking for a speaker to discuss new panel QC and validation.</p>	Erin will follow-up with Dr.s' Aggar and Vogelmann. Please contact Erin if you are willing to speak on new panel QC and validation, or if you have a suggestion for a speaker I should contact.
Listserver Case Studies:	<p>At this time Erin has received case studies from Mike C and Ray. LabTAG discussed several ideas for ways to present the case studies:</p> <ul style="list-style-type: none"> One suggestion was to post the case study one week on the listserver and then post the answer the following week on the Listserver. We could possibly follow the ASM case study formatting. ASM posts a 250-300 word case and a separate 250-300 word answer. The cases usually include a photo as part of the study. Another suggestion was to post the original case study on the Listserve along with a link that viewers could use to immediately see the answer. A final suggestion was made to post a more in depth case study on our 	Erin will use one of the case studies that was submitted and trial it with LabTAG members

Item	Discussion	Next Steps & Responsible Party
	<p>WCLN webpage. We would just post a few bits of information of the Listserver to get people interested in the case and then we would provide a link to the WCLN webpage for the entire case study. Erin will play with this to see how it might work best.</p>	
Open Forum:	<p>Erin explained to LabTAG that the national subcommittee she is on is trying to define what the word trained entails in relation to the question "How many individuals do you have that are trained in BT and emergency preparedness". She asked LabTAG members what the word trained means to them. LabTAG members suggested that emergency preparedness/ bioterrorism training could include didactic training as well as hands-on or wet workshop training. There would be a need for repeated refresher training as this training wouldn't likely be applied with any frequency. Ultimately there would be a need for a competency assessment to demonstrate that an individual understands and can apply the training they've received. Items to cover would include rule-out testing, packaging and shipping, and biosafety.</p> <p>Erin asked members to share any news about their laboratories. Frances mentioned validating her labs new Gene Xpert. Mike C. mentioned that his lab is working with the Bio Merieux Maldi-TOF. He was a bit disappointed in its ability to ID non-fermenters and anaerobes. The library the system uses for identification may not be developed enough at this time. The system worked well for ID of routine aerobic organisms. They haven't looked at any mycology or mycobacteria yet.</p> <p>Erin announced that Carol Cantlon had taken a new job, so she was resigning from LabTAG and today's call was her last call. Carol will be leaving her present position to begin working with the CLT training program at South East Technical College in Winona, MN. LabTAG members wished Carol well in her new job. Carol expressed her appreciation for the time she has spent as a LabTAG member.</p>	<p>Carol thank you for your contributions to LabTAG---we will miss you. Keep in touch!</p>
Wound Survey:	<p>Erin hasn't set up a time for a call to get together with Ray, Francis and Mike C to discuss the wound culture survey. She asked LabTAG members if it would be OK to use the extra time left on today's call to discuss this. Other members are welcome to stay online and contribute, or they may hang up and end their call.</p> <p>The group came up with the following questions for the survey:</p> <ol style="list-style-type: none"> 1. Do you have any wound work-up guidelines that you follow and if so where are they from? 2. What samples do you accept for wound culture? 3. If you just receive one swab for a wound culture, what do you do? 4. Do you have a rejection policy or do you add a disclaimer to 	<p>LabTAG members, please let Erin know if these questions are OK, or if you have any suggestions for amendments ASAP.</p> <p>Once the questions are approved by LabTAG, Erin will ask Dick to go ahead and post the survey on the Listserver.</p> <p>Erin will collate all responses that are received and will distribute them to LabTAG members before the next meeting.</p>

Item	Discussion	Next Steps & Responsible Party
	<p>suboptimal specimens?</p> <ol style="list-style-type: none"> 5. What specimens do you set up for anaerobic culture and what do you use for anaerobic transport? 6. Is your work-up driven by Gram stain results and if so do you automatically perform a Gram stain on all wound specimens, or only if it is requested? 7. If you isolate a mixed culture, do you limit what you identify and perform susceptibility testing on, or do you perform ID and susceptibility testing on everything that grows? 8. Are there instances where you work-up a wound culture differently, such as when a culture is submitted by a wound clinic? <p>Erin would like a LabTAG member to post the survey on the Listserver to see if members will respond better when the survey comes from a colleague rather than the WSLH. We want the WCLN member to feel that the Listserver is their communication tool and not just another method for the WSLH to share information.</p>	

MEETING MINUTES

Team Name: LabTAG Audioconference Call

Date/Time: Tuesday December 20, 2011, 9:00 AM

Next Meeting: Tuesday January 17, 2012, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Becky Brooks, Mike Helgesen, Frances Spray-Larson, Mary Smith, Cindy Geiss

Excused: Pete Shult, Dick Dern, Erik Munson, Carol Cantlon, Mike Costello, Ray Podzorski,

Item	Discussion	Next Steps & Responsible Party
Approval of 11/22/11 Meeting Minutes:	Correct the title to read Meeting Minutes, not Meeting Agenda. No other corrections were noted and the agenda was otherwise approved as written.	Erin will make the change and post the approved minutes on the WCLN webpage.
LabTAG Member Profiles for Wisconsin Laboratory Message:	Erin reminded LabTAG members to submit a short bio for her to include in a laboratory message. Beginning in January Erin intends to include in each laboratory message a profile on a LabTAG member. She will also note which hospitals are in the region that the individual represents. Mike Helgesen is the only member who has currently submitted his bio. Erin would love to hear from the other LabTAG members.	LabTAG members, please submit a short bio to Erin.
Wound Survey:	<p>Erin relayed to LabTAG that the WSLH had an internal meeting to discuss how to quickly get information from the clinical laboratories on short notice. The WSLH feels that the best way to get information would be to e-mail a link to a survey tool such as Survey Gizmo and ask clinical labs to complete a short survey that requires no more than 10 minutes to complete. The WSLH doesn't want to include surveys in Wisconsin Laboratory Messages, as this is the primary communication system for emergency response and information sharing. The WSLH is willing to have a short survey posted on the Listserver, but when we have tried asking a question this way in the past, the response was quite poor. It would be better if someone from a clinical laboratory posted a survey on the listserv rather than having the WSLH do it, since the listserv is intended to be a tool for the clinical labs to use to initiate conversation and illicit a response.</p> <p>LabTAG members present on the call agreed that an e-mail with a link to a short survey would be the easiest and the preferred way for clinical labs to receive a survey. LabTAG recommended making it as easy as possible to complete the survey and to indicate up front the expected length of time it will take to complete the survey.</p>	<p>Erin will set up a January meeting with Frances, Ray and Mike to create a short wound survey.</p> <p>No one has submitted any questions at this time.</p> <p>LabTAG members please submit questions for the survey to Erin by January 6, 2012.</p>

Item	Discussion	Next Steps & Responsible Party
2012 AST Conference:	<p>The date for the AST conference has been tentatively set for Thursday May 10, 2012 at the Wintergreen in Wisconsin Dells. We discussed the possibility of moving the conference to March, since we will be discussing the 2012 changes to the CLSI documents at the conference and laboratories may want the information sooner than May. Unfortunately, there are several other groups that have meetings in April, so there wasn't a good date to meet in April. In March we often still get snow, which makes travel more difficult. LabTAG recommended staying with the May 10, 2012 date, since we have traditionally had good attendance with the events we have hosted in May. Clinical laboratories will receive copies of the CLSI documents, so they can refer to the documents to learn about any changes before the May meeting. WSLH staff discussed possible themes for the conference. The consensus was that we should go with "Detection of Antimicrobial Resistance Mechanisms – How we Detect and Why it is Important"</p> <p>A draft agenda was sent out to LabTAG members detailing the topics and speakers for the conference. Erin has not yet contacted Dr. Bill Aggar from Gunderson Lutheran to see if he is willing to give the keynote presentation, but will do so after the holidays. We would like the keynote speaker to discuss antimicrobial testing and how it is used in patient care, emerging resistance, and antimicrobial stewardship from an infectious disease physician's perspective. One topic not included on the agenda was yeast susceptibility testing. Erin has asked Erik Munson and Dave Warshauer to cover that material in the series of mycology audioconferences planned for February, March and April.</p> <p>We have found speakers for most of the topics, but are still looking for speakers to discuss the CLSI changes to the M100, M02, and M07 documents. We also need someone to discuss New panel QC, validation, and proficiency testing. Additionally, it would be great to have a Microscan user talk about their experience performing streamlined QC. The current speaker, Debra Kieler uses Vitek and she would like to share the presentation with a Microscan user.</p> <p>Please contact me if you would like to speak on any of these topics, or if you have a suggestion for a possible speaker.</p>	<p>Erin must report the date of the conference and provide a draft agenda by 2/1/2012 as a requirement of the grant.</p> <p>Carol provided contact information for Dr. Aggar. If anyone has contact information for Dr. Vogel, please send it to Erin.</p> <p>LabTAG members, please contact Erin if you would like to speak on one of the suggested topics, or if you have a suggestion for a speaker for a particular topic.</p>
Listserver Case Studies	<p>The WSLH plans to promote use of the WCLN listserv by posting interesting case studies on the list serve to share with the clinical laboratories. Mike Costello sent me case studies from his laboratory. If others discover interesting cases in their laboratory, please contact me and we can work to create a case study for the listserv. This should be a fun way for clinical laboratories to interact and learn from each other.</p>	<p>Please send case studies to Erin</p>

Item	Discussion	Next Steps & Responsible Party
WCLN Emergency Response Test:	<p>Erin shared with LabTAG members the results of the WCLN Emergency Response Test. This information will be shared with all sentinel laboratories in the next Wisconsin Laboratory Message.</p> <p>The results were pretty good and we definitely improved our performance from the last exercise we conducted in 2010. There were, however, a few labs that never responded, so there is still some room for improvement.</p>	Erin will send out a Wisconsin Laboratory Message on 12/21/11 with a summary of the WCLN Emergency Response Exercise
Open Forum:	We had some issues again with call drop-out midway through the call. Erin called to report the problem to the service provider. The service provider reported that two lines on the call that were causing the problem. When the lines were muted the problem resolved. It was suggested that participants mute their phones when they are not speaking.	For the next call, would everyone please try muting your telephone when you aren't speaking? You can use the mute feature on your telephone or you can use *6 to mute and unmute your telephone.
Next Meeting:	Tuesday January 17, 2012 at 9:00 AM.	Talk to you then!

MEETING MINUTES

Team Name: LabTAG Annual Meeting in Wisconsin Rapids

Date/Time: Tuesday November 22, 2011, 9:00 AM

Next Meeting: Tuesday December 20, 2011, 9:00 AM

WSLH Participants: Erin Bowles,

LabTAG Participants: Becky Brooks, Carol Cantlon, Mike Costello, Mike Helgesen, Ray Podzorski, Frances Spray-Larson

Excused: Mary Smith, Pete Shult, Dave Warshauer, Dick Dern, Cindy Geiss, Erik Munson

Item	Discussion	Next Steps & Responsible Party
Approval of 10/17/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post approved minutes on the WCLN webpage.
WCLN Mission Statement:	It was suggested that we change the word "ensure" in the <i>WCLN Statement of Purpose</i> to "strive to achieve".	Erin will discuss with CDD administration and will make the change to the document if it is approved.
Annual LabTAG Meeting Reimbursement:	Erin has submitted all reimbursement forms for the annual meeting and was informed that payment was approved and mailed to LabTAG members.	LabTAG members, if you have not received your reimbursement check, please notify Erin.
"Continuing Education Resources" Document:	Erin started working on updating the document and plans to complete the update by December 2, 2011. The updated document will be posted on the WCLN website. Labs will be notified that there is an updated version via a Wisconsin Laboratory Message.	Erin is responsible for completing this work.
LabTAG Member Profiles for Wisconsin Laboratory Message:	It was suggested during the annual LabTAG meeting to profile LabTAG members by including a member bio in future Wisconsin Laboratory Messages. The bios would be included in the "Did You Know" section of the message.	LabTAG members, please submit a short bio about yourself to Erin.
Promotion of WCLN:	During the LabTAG annual meeting we discussed trying to promote the WCLN as a laboratory resource to other laboratory professional groups such as Wisconsin ASCLS. We had talked about having a booth during laboratory professional group meetings. Unfortunately there is often a cost to have a booth during a meeting and the WSLH has no funding for this. Ray suggested that LabTAG members and WSLH staff who act as speakers for other laboratory professional groups could include a slide at the end of their presentations about the WCLN. Erin suggested that speakers could set out WCLN brochures for attendees to take with the presentation handouts.	LabTAG members, please contact Erin if you would like WCLN brochures to hand out when you are giving a presentation to another laboratory professional group.
Wound Survey:	Labs are requesting some training on wound cultures. LabTAG suggested putting together a short survey asking what labs do for wound cultures and distributing it in a lab message or on the listserve. Ray, Frances and Mike C. will work with Erin to develop a wound survey for the clinical laboratories. This subcommittee will get together in January to create the survey. All LabTAG members are welcome to submit questions for the survey.	Erin will set up a January meeting. LabTAG members please send questions for the survey to Erin by the end of December.

Item	Discussion	Next Steps & Responsible Party
<p>2012 AST Conference:</p> <ul style="list-style-type: none"> • Grant • Theme • Agenda and Speakers • Evaluation 	<p>Erin announced that the WSLH has received a grant to cover some of the costs to provide the 2012 updated CLSI AST Performance Standards M100, M02 and M07 to clinical laboratories performing AST and to host a spring 2012 Challenges in AST conference. As a requirement to obtain funding, Erin had to provide the objectives and an evaluation form for the AST conference. LabTAG members were e-mailed these forms prior to the call and asked to comment on them.</p> <p>Mike C. suggested that the evaluation form be modified to list specific mechanisms of resistance. LabTAG members approved the objectives that were submitted and also liked Mike's suggested changes to the evaluation form. (See attached objectives and evaluation forms.)</p> <p>We then discussed other presentation topics that were not included in the objectives and whether or not we still wanted to discuss them. LabTAG would still like to include the following topics not mentioned in the objectives:</p> <ul style="list-style-type: none"> • Performance and validation of yeast AST • Presentation from Infectious Disease Physician (Ask them to provide their perspective on antibiotic stewardship and discuss how they use lab AST report in patient care.) – possible speakers Dr. Vogel from VA or Bill Aggar from Gunderson Lutheran • It was suggested that we possibly ask Lynn Fehrenbacher the Pharm D from ACL back to do a follow up talk on the antimicrobial stewardship program and the programs successes and failures, or we could ask another laboratory that has an antimicrobial stewardship program to talk about their program. <p>We will continue to plan the AST conference at our December meeting.</p>	<p>Erin must report the date of the conference and provide a draft agenda by 2/1/2012 as a requirement of the grant.</p> <p>We still did not determine an overall focus for the day. I could go with "Detection of Resistance Mechanisms – Why is it Important?" or "Antimicrobial Stewardship – Where Are We Today?" or "AST - The Constant Battle to Report a Meaningful Result" LabTAG please let me know your thoughts.</p> <p>Carol provided contact information for Dr. Aggar. If anyone has contact information for Dr. Vogel, please send it to Erin.</p> <p>LabTAG members, please contact Erin if you would like to speak on one of the suggested topics, or if you have a suggestion for a speaker for a particular topic.</p>
Listserver Case Studies	<p>At the Annual LabTAG meeting Dick Dern suggested using the WCLN Listserve to provide educational opportunities for the clinical labs by asking labs to post their interesting cases. The WSLH could then provide labs a link to a short survey asking what they would do and what they thought the organism was. The WSLH will summarize the responses and post the summary on the listserve. Erin asked if there were volunteers to form a small group to work on a trial case study. There were no volunteers, but Mike C. and Ray said that they had some case studies that they had used internally with staff and were willing to share.</p>	<p>Mike C. and Ray please send case studies to Erin</p>
Sentinel Laboratory Partnerships and Outreach Subcommittee:	<p>Erin gave a brief report that she had attended her first meeting of the APHL/CDC Sentinel Laboratory Partnerships and Outreach Subcommittee in Atlanta on Friday 11/18/11. The subcommittee was charged with updating the LRN Sentinel Laboratory document that defines what a sentinel laboratory is and what the responsibilities of LRN sentinel laboratories and LRN public health laboratories are. The initial meeting was very interesting and the subcommittee liked several of the suggestions Erin made based on our WCLN.</p>	<p>Erin will continue to share information as she can.</p>

Item	Discussion	Next Steps & Responsible Party
Open Forum:	The meeting ended a few minutes early due to call drop-out and difficulty hearing each other on the call. Unfortunately, Erin didn't realize that LabTAG members were having difficulty hearing until well into the call. Sorry and many thanks for continuing to work despite the hearing difficulties!!!	Erin called the telephone service provider. They looked at the call and determined that there was a problem with one of the lines on the call. If this ever occurs again Erin will call Accuconference on another line and they will join the call to diagnose and, hopefully, fix the problem.
Next Meeting:	Tuesday December 20, 2011 at 9:00 AM.	

MEETING AGENDA

Team Name: LabTAG Annual Meeting in Wisconsin Rapids

Date/Time: 10/17/11, 9:00 AM

Next Meeting: Tuesday November 22, 2011, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Becky Brooks, Carol Cantlon, Mike Costello, Dick Dern, Mary Dikeman, Cindy Geiss, Mike Helgesen, Erik Munson, Ray Podzorski, Frances Spray-Larson

Excused: Mary Smith, Pete Shult

Item	Discussion	Next Steps & Responsible Party
Approval of 8/16/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post approved minutes on the WCLN webpage.
Reimbursement:	Erin collected reimbursement forms for travel mileage as well as hotel billing statements for those who stayed overnight the evening prior to the meeting.	Erin will work with the WSLH purchasing department to enter data from the collected reimbursement forms into the e-reimbursement program.
Major Accomplishments of 2010-2011:	Erin took a moment to recognize the LabTAG accomplishments from the past year and then asked LabTAG members for their comments: <ul style="list-style-type: none">• Erin made it through the 1st year on her own without Carol• Presented at least 8 successful audioconferences• Hosted a highly attended and well received Molecular Conference in May• Hosted another well attended Gram Stain workshop at UW Oshkosh• Hosted 3 Regional Meetings in Rice Lake, Kimberly and Madison that were attended by roughly 125 laboratorians, local public health officers, and infection preventionists.• Visited 10 clinical laboratories.• Stayed connected with clinical labs through lab messages and the WCLN listserve.• Maintained Continuing Education document	Erin needs to enter the revisions to the Continuing Education document she has received from LabTAG members.
Review of LabTAG and WCLN Mission Statements and Goals and LabTAG Membership Rules	Erin forgot to bring the WCLN Mission Statement and Goals, so they will be reviewed during our next call. LabTAG welcomed 2 new LabTAG members Becky Brooks and Frances Spray-Larson to their 1 st annual LabTAG meeting. Erin reviewed the policy to post openings for LabTAG members in a laboratory message. If no one applies for an opening, then the current member may be asked to remain on the committee for another term. The WSLH also has the ability to increase the	Erin will email WCLN Mission Statement and Goals to LabTAG members before the next meeting. Erin asked member to review their contact information and to send her any updates if there were changes to be made.

Item	Discussion	Next Steps & Responsible Party
	<p>number of at large appointments and may ask a member to become an at large member.</p> <p>No modifications were made to the LabTAG Mission Statement, objectives, expectations, or membership rules.</p> <p>It was suggested that we raise awareness of LabTAG members by profiling each member in a laboratory message "Did You Know" section. Include information on the region and hospitals in the region.</p> <p>It was also suggested that we contact other groups such as ASCLS, APIC, CLMA to see if we can speak or have a booth at one of their group meetings to explain what and who the WCLN is.</p>	<p>Erin has to review the records to see which members have completed their term and which regions we will open for new membership in 2013.</p> <p>Erin will add a LabTAG member profile to future laboratory messages.</p> <p>Erin will check to see if it would be possible to have a booth at the Wisconsin ASCLS state meeting.</p>
<p>Review of 2011 WCLN Regional Meetings Evaluations:</p>	<p>Regional meetings were held in 3 cities this year rather than 4. LabTAG questioned whether we had fewer attendees by cutting out the Milwaukee meeting? Without looking at exact numbers, it did seem as if there were fewer participants from the Milwaukee area although some did attend the Kimberly meeting and some attended the Madison meeting. It was suggested that since there were so many laboratorians in Milwaukee it would be worth hosting a meeting closer to Milwaukee to see if the attendance improved. Perhaps a site near Johnson's Creek would be better than Madison. Labs from Racine and Kenosha were also missing this year.</p> <p>We used a new evaluation form for the regional meetings. Previous evaluation forms focused on how attendees liked the topics and the speakers. The new evaluation focuses on what the attendees learned that they are committed to applying on the job and what if any barriers would prevent them from applying what they learned.</p> <p>LabTAG was given a summary of the evaluations from each Regional Meeting. Overall the evaluations were very positive. Attendee enjoyed the topics presented and felt that they would be able to apply what they had learned to their jobs. The primary barriers that were identified in applying what they had learned were time, money, coworker's resistance to change, and the lack of authority or power to make changes.</p> <p>LabTAG spent some time discussing one of the suggestions for future education involving help with the challenges of training students in microbiology. Many clinical laboratories are being asked to take on more and more CLT students. CLT programs are expanding their student enrollment in response to CLS programs closing. Training students, while recognized as being extremely important, is very difficult to do with reduced levels of clinical laboratory staff. Also, the CLT students are not receiving strong basic microbiology training before they come for their clinical rotations. One</p>	

Item	Discussion	Next Steps & Responsible Party
	<p>program, when questioned about this, responded that they didn't provide much microbiology training because it was unlikely that a CLT student would work in microbiology. They would probably work as a generalist in a laboratory. The school expected the clinical labs to provide on the job training in a specialty area such as microbiology. Other factors contributing to problems in training students were on-line training and the schools lack of screening students for an aptitude for health science.</p>	
Review of Lab Survey Results	<p>The WSLH is pleased to have received 103 completed surveys from the approximately 133 laboratories that surveys were mailed to. LabTAG reviewed the summary of the results and discussed the following:</p> <ul style="list-style-type: none"> • Several labs use the packaging and shipping training provided by the WSLH, so it is important to keep that material as up-to-date as possible. • Laboratories are only somewhat or slightly comfortable ruling out BT agents. • More labs are having a difficult time attending the live audioconferences, so it is very important to continue to archive the audioconferences. • Labs still identify a need for Gram stain training. • Labs continue to ask for more training on AST. In particular labs request help keeping up with the constant CLSI changes and help identifying all the various resistance mechanisms. The WSLH is applying for some grant funding to cover the costs of the conference and provide the 3 AST CLSI documents that update in 2012. One challenge in applying for the grant is to determine a measurable indicator to show the usefulness of the grant money. It was suggested that all labs receiving the CLSI documents be asked to complete a survey that asks them to list 3 changes that were made to the documents. The labs would also be asked what changes they've made in their laboratory as a result of receiving the updated documents. • Labs are requesting some training on wound cultures. LabTAG suggested putting together a quick survey asking what labs do for wound cultures and distributing it in a lab message or on the listserve. 	<p>Erin must review all the P&S regulations for changes and update the training documents as needed.</p> <p>Erin and Dave work to develop some on-line training videos for spot testing used to rule out BT agents.</p> <p>Erin send out a lab message reminding labs of the archived presentations and encouraging them to attend the live presentations by making it a special event (reserve a room, order out pizza, etc.).</p> <p>The WSLH will host another Gram Stain Workshop in the summer of 2012.</p> <p>The WSLH will host a 2012 Challenges in AST Conference in the spring of 2012</p> <p>Mike Costello, Ray Podzorski, and Frances Spray-Larson will work with Erin to create a wound survey.</p>
2011-2012 Audioconference Series	<p>The remaining 2011-2012 audioconferences are:</p> <ul style="list-style-type: none"> • November 9, 2011 "<i>Haemophilus spp.</i> and Other HACEK Organisms: What to do With Tiny Gram Negative Coccobacilli" by Tom Wisniewski. • December 14, 2011 Atypical Pneumonia by Sue Kehl? • January 11, 2012 "What's New With Bordetella" by Dave Warshauer • February 15, 2012 March and April or May depending on when the AST Conference is will be a series of Mycology lectures by Erik Munson and Dave Warshauer. Suggested material for the lectures 	<p>Since the annual LabTAG meeting Sue Kehl contacted me to say she would be available to give the Atypical Pneumonia presentation in December, so Dave has moved his Bordetella presentation to January.</p> <p>Before the next meeting Erik and Dave need to work out exactly what material they will cover in the mycology presentations and</p>

Item	Discussion	Next Steps & Responsible Party
	were yeast ID, filamentous fungi, dermatophytes, systemic molds, contaminants, and what to do with molds that grow on routine culture.	who will present what material.
Testing of Coroner/Medical Examiner Specimens:	The WSLH has been asked by the Dane Co. Coroner's office to provide free microbiology testing as part of our public health service obligation. Since the WSLH is not open 24/7 and doesn't perform routine clinical diagnostic culture the WSLH worked out an agreement with St. Mary's Hospital to perform all microbiology culture testing. Specimens for Influenza/RVP are forwarded to the WSLH for testing. The WSLH asked LabTAG members if they ever received requests to perform coroner/medical examiner testing. A few labs responded that they had performed some testing for their local coroner/medical examiner on a very infrequent basis. It hasn't been a problem for anyone. If other coroner/medical examiners offices around the state start to request free testing, it appears the WSLH would have options to work with a local hospital in the area to provide this service.	Nothing further at this time.
Current Status of Wisconsin Laboratories:	Erin asked members to share their opinions about how laboratories have been affected by the economy and lab partnerships/consolidations/etc. Erin has observed that many labs are adopting Lean practices and have fewer staff to do the work. Also labs are partnering with other facilities to combine into larger healthcare systems or groups. LabTAG members agreed that there are very few stand alone laboratories left in the state. It was mentioned that the hospital in Arcadia had closed. Most small rural critical care laboratories are remaining in business, but are affiliating with a larger group. When this occurs, frequently the micro work gets sent to a single facility within the group creating a regional microbiology lab. It is hard for the small labs to maintain staff with microbiology expertise. There was some concern that this creates level 1 and level 2 labs. Mike Costello said that at ACL they are actually returning some testing out to the smaller laboratories. This is because of the development of molecular testing that no longer requires the expertise of the microbiologist and can be performed by a generalist.. Tests like C. diff and Group B Strep can be performed on site rather than being sent to the systems main microbiology lab. If we are developing two levels of microbiology laboratories in the state, it has implications for training. Some labs will need training in basics and others will want training on more advanced subjects.	
Goals for the Coming Year: Notification and Shipping	<p>The WSLH will be required to conduct a notification exercise to comply with grant funding received by the WSHL for emergency preparedness. Laboratory contact information was updated since the last exercise in October of 2010. Labs will be notified by fax and email that we are conducting an exercise and they will be asked to respond as quickly as possible that they received the notification.</p> <p>Erin asked for suggestions for conducting a Packaging and Shipping exercise. LabTAG suggested sending out the Packaging and Shipping game that was developed by the WSLH and asking laboratories to correctly package both Category A and B specimens and return them to the WSLH for scoring.</p>	<p>Erin will conduct this exercise before the end of the year.</p> <p>Erin will trial P&S exercise by sending the games to LabTAG members and asking them to return them properly packaged.</p>

Item	Discussion	Next Steps & Responsible Party
Goals for the Coming Year: "2012 Challenges in AST Conference"	<p>We began some preliminary planning for the 2012 AST conference by listing topics to cover:</p> <ul style="list-style-type: none"> • CRE how and why it is important to detect and report – possible Ken Thompson from Creighton as a speaker • Different mechanisms of resistance • Verification and New Panel QC • Streamlined QC – CLSI document • CLSI document M45-A2 – susceptibility for infrequently isolated or fastidious organisms – possible speaker Erik Munson • 2012 Changes to CLSI documents • Performance and validation of yeast AST • Presentation from Infectious Disease Physician (not sure exactly what we're asking them to speak about?) – possible speakers Dr. Vogel from VA or Bill Agar from Gunderson Lutheran • Breakout sessions for Vitek, Microscan, and Phoenix users. 	<p>This is a full day of topics. If we get the funding we applied for, I will need to report the date of the conference and provide a draft agenda by 2/1/2012.</p> <p>I would like everyone to think about an overall focus for the day. Last time it was antimicrobial stewardship. Would this year's focus be the importance of detection of antimicrobial resistance? Also be prepared to suggest speakers and settle on the final topics during our next few conference calls.</p>
Goals for the Coming Year: Laboratory Site Visits	<p>Originally the WSLH set a goal to visit 1/3 of the approximately 133 sentinel laboratories each year so each lab would be visited every 3 years. For the last 2 years with decreasing funding we have visited only 10 labs a year. This means that labs only get visited once every 13 years or so. Erin is visiting 8 labs over the next 3 days and would like to attempt to visit more labs is possible. LabTAG discussion supported that site visits are valuable and members encouraged the WSLH to try to come up with a plan to visit labs more frequently than every 13 years.</p>	<p>Erin will schedule a meeting with CDD administration to discuss if and how the WSLH can visit more laboratories.</p>
Goals for the Coming Year: Using the Listserver for Education	<p>Dick Dern brought up the parasitology case studies that you can subscribe to on the CDC website and suggested we try to copy this format using our WCLN Listserver. Labs could share interesting cases by posting pictures and information about the case. We could then provide labs a link to a short survey asking what they would do and what they thought the organism was.</p>	<p>We could get a small group to work on setting up a case study and then would trial it on LabTAG. Erin will ask for volunteer at our next call.</p>
Goals for the Coming Year: Workforce Issues	<p>Erin asked if LabTAG members were having workforce issues. Were labs seeing vacancies due to the retirement of aging workers? How difficult was it to fill vacancies? LabTAG wasn't feeling the strain yet, but did admit that the workforce was aging. Laboratories that provide clinical training for students have an easier time filling vacancies with students and have the advantage of knowing how a student will fit into the laboratory.</p>	<p>It was suggested to Erin during her site visits, that perhaps the WSLH could develop some training guidelines that clinical labs could use to make sure that all students trained in WCLN labs had consistent clinical training. We will discuss this further during our next call.</p>
Open Forum:	<p>We ended the meeting by asking each LabTAG member for a brief prediction of what their laboratory would look like and be doing in 5 years. Much of what was said was echoed by labs during Erin's site visits. It appears we are developing 3 types of laboratory systems in Wisconsin:</p> <ul style="list-style-type: none"> • The 1st type of laboratory is a very large reference lab that may be part of a national laboratory system and provides reference service to multiple laboratories in multiple regions of the state. This laboratory is able to purchase developing technologies soon after development and 	

Item	Discussion	Next Steps & Responsible Party
	<p>provide that testing to the labs in its system. They are staffed by staff with specific training in microbiology</p> <ul style="list-style-type: none"> • The 2nd type of lab is the medium to large laboratory that may or may not be part of a system where it acts as a reference laboratory for the system. It may also be an independent stand alone laboratory. These laboratories are able to obtain the developing technologies once they are FDA approved, or after the cost of the new technologies become more reasonable. These labs are looking to purchase automated culture set-up systems to deal with the decreasing number of staff. They are staffed by staff with specific microbiology training. • The 3rd type of lab is the small, usually rural, critical care laboratory. These laboratories are typically part of a larger healthcare group and they have limited microbiology testing capabilities. Most of the microbiology culture and identification work is sent to a reference laboratory in the system. They typically perform Gram stain, some limited culture with work up of positive cultures performed by their reference laboratory and some rapid testing. They are staffed primarily by generalists and possibly one or two staff with microbiology training. 	
Next Meeting:	Please note the change for our next meeting to Tuesday November 22, 2011 at 9:00 AM.	

MEETING AGENDA

Team Name: LabTAG

Date/Time: 8/16/11, 9:00 AM

Next Meeting: Annual Meeting (Date to be determined)

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Cindy Geiss, Mary Smith, Becky Brooks, Mike Costello, Dick Dern, Mary Dikeman, Ray Podzorski

Excused: Carol Cantlon, Erik Munson, Frances Spray-Larson, Mike Helgesen

Item	Discussion	Next Steps & Responsible Party
Approval of 6/21/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
2011-2012 Audioconferences:	<p>The 4 fall audioconference line-up will be as follows:</p> <ul style="list-style-type: none">• 10/12/11 - 2011 Updates for Influenza and Respiratory Viruses – Erik Reisdorf and Pete Shult• 11/9/11 - Haemophilus and the HACEK Group of Organisms – Tom Wisniewski• 12/14/11 - What's New With Bordetella – Dave Warshauer• Date to be determined – Agents of Atypical Pneumonia – Sue Kehl <p>The discussion of spring audioconference topics was postponed until the annual LabTAG meeting since several LabTAG members were absent.</p>	Erin will complete forms to apply for PACE credit and will set up registration for the audioconferences
2011 WCLN Regional Meetings: <ul style="list-style-type: none">• Registrations• Risk assessment and Biosafety Protocols• Laboratory Report Comments	<p>Registration for the Regional meetings is currently low with only 21 registered for the Rice Lake Meeting, 22 for the Kimberly meeting, and 13 for the Madison meeting. Erin asked LabTAG if they thought labs were having more difficulty allowing staff to travel to meetings because of funding cuts or staffing shortages. LabTAG felt that those issues may be having an impact, but that it was still early and perhaps people were just not thinking about September events yet and registration would pick up in the next few weeks. Erin asked if LabTAG felt that the war theme was offensive. LabTAG responded that they didn't think that the War theme was offensive, or was a reason for the low registration.</p> <p>Erin reviewed the agenda and explained that she is looking for LabTAG members who will be attending a meeting to help out with a few of the presentations. During the Military War College presentation, she would like a LabTAG member to briefly give an example of how they have used the Risk Assessment document to help perform a risk assessment and identify a potential risk that they were then able to address.</p>	Becky has volunteered to help at the Kimberly meeting. Please contact Erin if you are willing to help out at one of the meetings.

Item	Discussion	Next Steps & Responsible Party
	<p>Erin is also looking for volunteers to help co-lead the discussion with her on laboratory comments. This will be a very informal presentation. It was suggested that we just project a comment and then ask the audience to give examples of when they would use the comment and whether they thought it was effective or not. We should discuss comments used in reporting susceptibilities, antigen testing, molecular testing, LIS system comments, etc.</p>	<p>Mike H. has volunteered to help at the Kimberly meeting. Please contact Erin if you are willing to help with this presentation at a meeting you will be attending. It is important for labs to see and hear clinical lab colleagues and not just WSLH staff since this is a meeting about clinical laboratory issues.</p>
<p>Assign review of "Continuing Education Resources" document</p>	<p>LabTAG will split-up review of the <i>Continuing Education Resources for Wisconsin Laboratories</i> document. Each LabTAG member has been assigned a few pages to review. Please check that the information on each page you are assigned is still correct and that the links still work correctly. If there are any problems or changes that need to be made, please document them and send them to me by e-mail, fax, or mail, whichever you prefer. You can also include information about new sites that you have discovered that you would like added to the document. Please send your comments for corrections, additions, etc. by the beginning of October to Erin.</p>	<p>LabTAG assigned pages for review:</p> <ul style="list-style-type: none"> • Carol Cantlon – pgs. 3,4 • Mike Costello – pgs. 5,6 • Dick Dern – pgs. 7,8 • Cindy Geiss – pgs. 9,10 • Mary Dikeman – pgs.11,12 • Erik Munson – pgs. 13,14 • Ray Podzorski – pgs. 15,16 • Mary Smith – pgs. 17,18 • Mike Helgesen – pgs. 19,20 • Becky Brooks – pgs. 21,22,23 • Frances Spray-Larson – pgs. 24,25,26
<p>Annual LabTAG meeting</p>	<p>Erin has received responses from 9 LabTAG members regarding their availability for the annual in-person LabTAG meeting. Unfortunately, with only 1 member yet to respond, there isn't a single date that everyone is available. There are 2 dates when all but one person is available. Those dates are Monday October 17 and Friday November 4. Once I hear from everyone, I will go with the date that the majority of the group is available. Unless someone has a major objection (contact me), we will probably return to Hotel Mead in Wisconsin Rapids if it is available. If you have another suggestion for a meeting site, please contact me ASAP.</p> <p>Erin asked members for topics they would like to discuss at the annual meeting. Becky suggested discussing the electronic medical record. Are labs already using an electronic medical record having any issues? What works well and what doesn't?</p>	<p>Please return your availability poll as quickly as possible. I would like to set the date by next week and make the meeting arrangements. Erin will send out a notice for the meeting once the arrangements are made.</p>
<p>Open Forum:</p>	<p>We ended the meeting by asking each LabTAG member for a brief update of what was going on in their laboratory.</p> <ul style="list-style-type: none"> • Cindy said they are still seeing Blastomyces cases in Wausau in area residents. • Mary S. said it was tick season in St. Croix Falls and so they are busy diagnosing cases of Ehrlichia and Anaplasma. 	

Item	Discussion	Next Steps & Responsible Party
	<ul style="list-style-type: none"> • Becky said that Wild Rose is dealing with a staffing shortage after losing a micro tech. • Mike C. said that Milwaukee is detecting more KPCs. Dave asked Mike if they would send some of the isolates to the WSLH. The WSLH confirms KPCs with a PCR assay. • Dick Dern in Madison has a long time employee with lots of experience retiring and is searching for a replacement. He also had an interesting <i>Blastomyces pneumonia</i> case. He is also looking forward to having the 1st CLS student in many years. • Mary D. reported she has had some interesting cases of <i>Coccidioides</i> as well as several antigen positive <i>Campylobacters</i> that the WSLH has not been able to confirm by culture. • Ray said that Waukesha has had an unusually high incidence of shiga toxin-positive <i>E. coli</i> isolated. About half of the isolates are O157:H7 isolates, the other half are non-O157:H7 isolates. 	
Next Meeting:	The September meeting on 9/20/11 has been cancelled. If our annual meeting is Monday 10/17/11, that will be our next meeting. If our annual meeting isn't until Friday 11/4/11 I will probably go ahead with our usual LabTAG call on the third Tuesday of the month (10/18/11) at 9:00 AM. I will be in touch to let you know.	Erin will determine the date for the next meeting and send an e-mail to notify everyone.

MEETING AGENDA

Team Name: LabTAG

Date/Time: 6/21/11, 9:00 AM

Next Meeting: 8/16/11, 9:00 AM

WSLH Participants: Erin Bowles, David Warshauer, Kristine Schutte

LabTAG Participants: Becky Brooks, Carol Cantlon, Mike Costello, Mary Dikeman, Cindy Geiss, Mike Helgesen, Erik Munson, Ray Podzorski, Mary Smith, Frances Spray-Larson

Excused: Richard Dern

Item	Discussion	Next Steps & Responsible Party
Approval of 5/17/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
Gram Stain Workshop:	Gram Stain Workshop will be held on July 13 at UW Oshkosh. Registration is full at this time with 20 individuals participating. Erin will be sending out final confirmation letters to participants later this week. There will be 3 individuals representing the WSLH along with Richard Dern.	Please continue to send slides to Erin.
Packaging and Shipping Certification:	<p>Erin contacted the UW Office of Biological Safety to see if they could train non-UW labs in packaging and shipping. She received the following response:</p> <ul style="list-style-type: none">• Due to liability issues and the inability to charge a fee for the training, they are unable to offer this training to non-UW labs. <p>Erin also contacted CAP to explain the WSLH Packaging and Shipping training that is provided to the WCLN labs. The CAP representative stated the following:</p> <ul style="list-style-type: none">• The training materials provided by the WSLH contained all the elements of a certified training program.• Any lab using the WSLH training materials that receives a deficiency for not having certified training should contest the deficiency.• All labs using the WSLH training materials must use the materials as directed and maintain all the necessary documentation (including keeping the competency tests on file, directly observing lab personnel packaging a specimen correctly, maintaining a training record, and issuing a certificate of training).• There is no agency that regulates training materials and issues a title of certified training.	<p>Erin will contact CAP and see if they can offer a definition of a certified training program and provide something in writing indicating that the WSLH training materials satisfy the certified training requirement.</p> <p>Erin will send out a link to the proposed changes.</p>

Item	Discussion	Next Steps & Responsible Party
Packaging and Shipping Certification: (continued)	<p>Members of LabTAG suggested contacting CAP to see if they would put something in writing to indicate that the WSLH training materials do constitute a certified training program when used as directed.</p> <p>Dave briefly discussed changes that are being proposed to the Select Agent Program and how this may affect packaging and shipping.</p>	
2011-2012 Audioconferences:	<p>LabTAG members suggested the following topics for the 2011-2012 audioconference series.</p> <p>Suggested fall audioconference topics:</p> <ul style="list-style-type: none"> • 2011 Updates for Influenza and Respiratory Viruses - WSLH • What's New with Bordetella – WSLH • Agents of Atypical Pneumonia - TBD • Identification and Susceptibility Testing of HACEK Organisms – Tom Wisniewski <p>Suggestions for spring audioconferences are:</p> <ul style="list-style-type: none"> • A series of 2-3 audioconferences on Mycology – Erik Munson and Dave Warshauer • Why Isn't There a Lyme Vaccine - TBD • Syphilis Testing Guidelines - TBD • Rapid Growing Mycobacteria Causing Skin Infections - TBD • Review of "Guidelines for Biosafety Laboratory Competency" Document – Mike Pentella? 	Erin will contact possible speakers and determine dates for audioconferences
2011 WCLN Regional Meetings:	<p>WSLH staff held a planning meeting to discuss locations and ideas for the regional meetings. We have decided to host 3 meetings this year. Meetings will be held in Rice Lake, Kimberly, and Madison. The agenda will be organized so that topics of interest to individuals from local public health, infection prevention and lab are in the morning. This allows local public health and infection prevention participants the option to depart before the afternoon session. The afternoon topics will focus on laboratory issues.</p> <p>The morning topics are:</p> <ul style="list-style-type: none"> • STEC, • Measles • Chemical terrorism updates • Unknown powder emergency response and testing. (A suggestion was made to bring in Hazmat or law enforcement as part of the presentation. The WSLH will be sure to discuss chain-of-custody during the presentation.) 	WSLH staff will create the final agenda. Erin will make speaker arrangements, set-up registration, and create and mail brochures to clinical labs.

Item	Discussion	Next Steps & Responsible Party
2011 WCLN Regional Meetings: (continued)	<p>The afternoon topics are:</p> <ul style="list-style-type: none"> • Definition and responsibilities of Sentinel Labs • Case Study • Biosafety and preventing laboratory acquired infections • Lab comments – their use and effectiveness. 	
CDC Guideline for Biosafety Laboratory Competency:	<p>LabTAG members expressed a desire to see all these competencies in one document that would be specific for their lab. This isn't a document that the WSLH or LabTAG can create. Each laboratory needs to develop this document for their lab. Members thought this would be a great document to use during new employee orientation. The document would also require yearly review by all staff, possibly with a written exam as a follow-up. The document includes important safety information for all labs.</p> <p>There was no consensus of how to encourage laboratories to use the guidelines. Dave suggested a possible audioconference by Mike Pentella who was on the committee that developed the guidelines.</p>	Erin will discuss this further with WSLH - CDD administration to see if any further action is required.
Open Forum:	There will be no July meeting but we will meet on August 16, 2011 at 9:00 AM. Please contact Erin if you will not be able to attend this meeting.	At our next meeting Erin plans to assign each LabTAG member pages to review from the continuing education document.

MEETING AGENDA

Team Name: LabTAG

Date/Time: 5//17/11, 9:00 AM

Next Meeting: 6/21/11, 9:00 AM

WSLH Participants: Erin Bowles, David Warshauer, Kristine Schutte

LabTAG Participants: Becky Brooks, Carol Cantlon, Mike Costello, Richard Dern, Cindy Geiss, Erik Munson, Ray Podzorski, Frances Spray-Larson

Excused: Mike Helgesen, Mary Smith, Mary Dikeman

Item	Discussion	Next Steps & Responsible Party
Approval of 4/19/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
WCLN Lab Testing Capacity & Training Needs Survey:	Erin sent a final letter and survey to those labs that have been unresponsive. We have received a few additional responses. Erin hopes to analyze the data and come up with a final report in the next month.	Erin will work with Mary Wedig to start pulling the data.
Upcoming Workshop Updates: <ul style="list-style-type: none">• Molecular• Gram Stain• Mycology	<p>The Molecular conference will be held tomorrow with 96 individuals participating.</p> <p>The Gram Stain Workshop will be held July 13 at UW Oshkosh. Currently we have 7 individuals registered; we can accommodate up to 20 people.</p> <p>The Mycology conference has been postponed for this year due to cuts to APHL's funding. APHL will offer WSLH the opportunity to host the conference next year should they receive funding. This may be a topic to consider for an audio conference.</p>	
Packaging and Shipping Certification:	One of the labs experienced difficulty when CAP inspected their packaging/shipping procedures. It was suggested that many labs may not be up to date with employee training in packaging and shipping. Initial training was probably done, but 2 year refresher training may not be occurring as it should. Erin will check to see if the training through the UW System can be attended by outside labs and if so, what the fee would be. She will also check with CAP to find out what their criteria is to become a certified training provider. Additionally, she will check to see if CAP has a list of certified training providers that they recommend.	<p>Erin will follow up with CAP and the UW System.</p> <p>If LabTAG members know of any certified training providers for packaging and shipping, please send the information to Erin.</p>
Topics for Regional Meetings:	<p>LabTAG members were asked for additional suggestions for the Regional Meetings. Suggestions included:</p> <ul style="list-style-type: none">• Re-focus on biosafety and rule out bioterrorism agents• Do something similar to the CDC parasitology case studies (e.g.	Erin will schedule a meeting with WSLH staff to work on the agenda and set dates for 2011 regional meetings.

Item	Discussion	Next Steps & Responsible Party
Topics for Regional Meetings (cont.):	<p>supply a picture and scenario and have the attendees rule out BT agents using the bench guides and report results with I-clickers.)</p> <ul style="list-style-type: none"> • Plan topics to also engage public health and infection prevention practitioners • Consider a tabletop exercise or panel presentation • Offer a lab comments session to discuss the usefulness of lab reported comments. • Offer a session on testing unknown powder substances, what does the WSLH do? • Follow up on Blasto cases in Marathon County or find relevant outbreaks in Wisconsin to discuss. <p>We will revisit this topic during our next LabTAG call.</p>	.
Topics for Audioconferences:	<p>Suggestions for upcoming audio conferences include:</p> <ul style="list-style-type: none"> • Respiratory viruses • Atypical pneumonia • Bordetella • HACEK organisms • Mycology • What's new in molecular diagnostics for 2012 <p>We will revisit this topic during the next LabTAG call.</p>	LabTAG members please continue brainstorming ideas for audio conference topics and possible speakers.
List of Laboratory Comments:	No discussion	Continue to send laboratory comments to Erin.
List of Laboratory Reference Materials:	No discussion	Continue to send listings of your favorite recommended reference materials to Erin.
Open Forum:	<p>CDC has issued new "Guidelines for Biosafety Laboratory Competency". This information has been sent out to the WCLN in a laboratory message, but Erin posed the questions "Is there something more we need to do to encourage labs to look at these competencies to see how they may be used?" There is a lot of attention being paid to these documents, as recent laboratory acquired Salmonella infections linked to a PT exercise have put biosafety back in the spotlight.</p>	Erin will send the links to the CDC documents for LabTAG members to review and we will discuss this further during our next LabTAG call.

MEETING AGENDA

Team Name: LabTAG

Date/Time: 4/19/11, 9:00 AM

Next Meeting: 5/17/11, 9:00 AM

WSLH Participants: Erin Bowles, Kristine Schutte

LabTAG Participants: Becky Brooks, Carol Cantlon, Mike Costello, Richard Dern, Cindy Geiss, Mike Helgesen, Erik Munson, Ray Podzorski, Frances Spray-Larson

Excused: Mary Smith

Item	Discussion	Next Steps & Responsible Party
Approval of 3/15/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
WCLN Lab Testing Capacity & Training Needs Survey:	<p>The group was asked for their opinion as to whether or not we should resend surveys to labs who have not yet submitted completed surveys or was that unreasonable? LabTAG felt that we should send out the survey again to labs that haven't replied.</p> <p>Erin shared the preliminary data from the 84 surveys WSLH has received to date.</p> <ul style="list-style-type: none">• A majority of the labs that have responded are bio-safety level 2/high complexity labs, with 1-10 reportable diseases per month.• Labs prefer to receive information via email, most have internet and external email access.• Lab size varies from 3-160 individuals.• Erin expressed concern that a few labs indicated individuals were not trained in packaging/shipping and even more laboratories indicated they were not trained in emergency preparedness.• The majority of labs are somewhat comfortable with ruling out BT agents, however, a significant number are not as comfortable.• A majority of lab members view less than 3 audio conferences a year. The primary reason for not attending is that they don't have enough staff to cover for them. The majority of labs still prefer audioconferences on Wednesday at noon.• Preliminary results indicate that labs are interested in training on reading and interpreting gram stains; developing identification algorithms using spot tests, decision trees, and judging the clinical relevance when reading plates; carbapenemase screening and use of CLSI documents; fastidious GNR and Miscellaneous GPR; and competency testing and test verification/validation. LabTAG members suggested pulling out which labs are requesting further	<p>Erin will get a list of unresponsive labs from Mary Wedig and work with Kristine to resend the survey.</p> <p>Erin will remind laboratories of the reference materials the WSLH has supplied to labs to help provide training in packaging and shipping and emergency preparedness in a laboratory message.</p> <p>BT agents will be a good topic for discussion at regional meetings. Erin will include the use of the i-clickers in the presentation.</p> <p>Erin will work with Mary Wedig to see if we can sort out that data.</p>

Item	Discussion	Next Steps & Responsible Party
	training and checking to see if these are labs with dedicated microbiologists or generalist rotating in microbiology.	
Continuing Ed. Resources Updates:	Erin sent out an updated version of the continuing education resources to LabTAG, only a few new resources were added. Individuals will be notified in the next lab message that the updated version can be accessed on the WCLN webpage.	Erin will include a notice in the next lab message regarding the updated document.
Upcoming Workshop Updates: <ul style="list-style-type: none"> • Molecular • Gram Stain • Mycology 	<p>The Molecular Conference is moving along well. The speakers have been identified and we are awaiting presentations from them. Erin and Kristine are working on creating and assembling the materials for the conference folders. Currently, there are 67 individuals registered.</p> <p>The Gram Stain Workshop will be held at UW Oshkosh, Erin is waiting to hear back from UW Oshkosh with a final date, she has proposed July 12, 13, or 14. Once the date has been finalized, WSLH will send out brochures.</p> <p>The Mycology Conference is still being considered, Erin should know more by the beginning of May. So far, there is a vendor willing to donate money to support the conference; however, it may not be enough. APHL would offer us the choice to host the conference next year if it is postponed this year. Mayo Clinic is hosting a 2 ½ day mycology workshop in November 2011 for a cost of \$500.00.</p>	<p>Erin and Kristine will complete folder materials and assemble folders once presentations are received.</p> <p>Erin will set up registration and send out brochures to labs announcing the Gram Stain workshop once the final date is determined by UW Oshkosh.</p>
Packaging and Shipping Certification:	<p>Erin received a phone call from a lab indicating that they were dinged by CAP for not having certified training in packaging/shipping methods. The laboratory uses the P&S training materials provided by the WSLH. LabTAG members had not heard of this occurring to other labs during CAP inspection.</p> <p>It was suggested that the lab send a written response to CAP stating that the training materials supplied by the WSLH in collaboration with training, competency testing, and certification documentation provided in-house by the laboratory meet the requirements of a certified training program.</p> <p>Ray read the CAP question from the general lab checklist to the group. The question does mention certified training in packaging and shipping and may be left open to interpretation by the inspecting laboratory.</p> <p>Members indicated that in some reference labs, the couriers do the packaging and they only do their own when they have to send samples to the WSLH. It was also mentioned that Mayo Clinic provides online training in packaging and shipping for customers.</p>	As this may become a problem for other laboratories, Erin will review this issue with CDD administration to see if the WSLH is able to take any other action.

Item	Discussion	Next Steps & Responsible Party
Regional Meetings:	<p>Regional meetings are tentatively being planned for the last 2 weeks in September. It was suggested to check meeting dates of other organizations so that there are no conflicts. Evaluations from the 2010 Regional Meetings revealed that the attendees really liked the i-clickers and the panel presentations.</p> <p>LabTAG members were asked for suggestions for topics. Suggestions for topics include:</p> <ul style="list-style-type: none"> • Bench guide exercises for BT agents and rule out methods. Perhaps create a PowerPoint that would take participants through the initial decision steps using the i-clickers and see if they can use the bench guide to correctly rule out an agent. Perhaps include a video of correct performance of spot tests. • It is important to keep topics involved for both public health and labs. • A suggestion was made to discuss what occurs when an unknown substance is detected; this topic would include lab, public health and infection control and tie into a review of emergency preparedness. 	<p>Erin will schedule a meeting for WSLH staff to discuss ideas and come up with plans.</p> <p>We will continue to discuss details at future meetings.</p>
Audioconferences:	We discussed possible topics for upcoming audio conferences. Suggestions were made to focus on VRE screening and it's prevalence in HALs. VRE rates have gone up for labs in the past few years. Other suggestions included HACEK organisms and mycology.	We will discuss further at next meeting. Please be prepared to suggest possible speakers and set the agenda for the fall.
List of Laboratory Comments:	Erin has compiled a list of laboratory comments submitted by members. She would like to include discussions regarding lab comments at the regional meetings and workshops. It would be interesting to discuss whether labs feel that comments are actually read by the physicians and are useful. Dick commented that there have been issues with electronic chart reporting and the ability to see comments when they are pulled into a table. Please continue to send any additional comments to Erin.	Send additions to Erin who will continue to update the comment list.
List of Laboratory Reference Materials:	If you have any additions, please send them to Erin. We would like to distribute the list at the regional meetings and post them on the website.	Send additions to Erin who will continue to update the resources list.
Open Forum:	Next meeting will be held May 17.	

MEETING AGENDA

Team Name: LabTAG

Date/Time: 3/15/11, 9:00 AM

Next Meeting: 4/19/11, 9:00 AM

WSLH Participants: Erin Bowles, Pete Shult, Dave Warshauer, Kristine Schutte

LabTAG Participants: Richard Dern, Cindy Geiss, Erik Munson, Mike Helgesen, Raymond Podzorski, Frances Spray-Larson, Becky Brooks, Mike Costello, Mary Smith

Excused: Carol Cantlon, Mary Dikeman

Item	Discussion	Next Steps & Responsible Party
Approval of 2/15/11 Meeting Minutes:	The minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
Welcome New LabTAG Members:	Erin introduced and welcomed new LabTAG members, Frances Spray-Larson and Becky Brooks. We are happy to have them as members of the committee. Mary Dikeman has agreed to continue on with the committee through the annual in person meeting in the fall.	
WSLH Updates:	The State Government is working on the budget. At this time, the WSLH hasn't been informed of any final numbers regarding the reductions we will need to make to our budget. We are looking to continue our activities in support of the clinical lab network, as it is a valuable network to all of those involved. The WSLH, as a whole, has lost 32 individuals to retirement and anticipates more before the end of the fiscal year. The UW Madison is in the process of discussing the possibilities of becoming a public authority. If this legislation is passed, the WSLH will continue to be a part of the university. We will continue to share any information regarding changes at the WSLH as it becomes available.	
Surveys: <ul style="list-style-type: none">WSLH Survey Report	The WSLH survey was sent out at the end of February. We have received 49 responses via paper and 13 online, which is about half of the labs. We will be sending reminder letters out to those who have not yet responded. We will also compile and share a summary of the data with the WCLN, possibly at regional meetings.	Erin and Kristine will work on sending out a reminder letter to labs that have yet to respond.
Continuing Ed. Resources Updates:	The resources document needs to be updated. If you have any additions, please email them to Erin ASAP.	Erin will update by April 2011
Exercises: <ul style="list-style-type: none">NotificationShipping	<u>Notification:</u> Last Fall the WSLH conducted a quick notification exercise. Within four hours about half of the labs had responded. We will repeat this exercise once we update our contacts in our database. We anticipate that this is something that the WSLH will continue to do on a more frequent basis as a requirement of one of our funding grants.	<u>Notification:</u> Erin will repeat the notification exercise once all contacts are updated in the WSLH database.

Item	Discussion	Next Steps & Responsible Party
	<p><u>Shipping:</u> The WSLH has been monitoring Category A packages that we receive from laboratories. We are concerned that laboratories may not be shipping Shiga toxin-positive isolates and Mtb isolates correctly as Category A specimens. Some errors that were identified were as follows: dangerous goods forms were not completed and attached to the outside of the package, and a Category A specimen was transported by cab. LabTAG was asked if they would prefer errors be addressed via general education to all labs in laboratory messages or via phone calls to the lab of concern. LabTAG responded that they would prefer receiving a direct phone call to the Micro Supervisor or Lab Manager.</p>	<p><u>Shipping:</u> Erin will follow up any errors that are detected with a phone call to the lab.</p>
Mycology Workshop Update:	<p>Erin has located two sites for the Mycology Workshop, one at Marquette University and the other at Waukesha County Technical College. At this time she is awaiting a decision from APHL regarding which site APHL would prefer for the workshop. APHL is uncertain if they will be able to hold the workshop, as their funding has been cut and they are looking for vendor support for this workshop.</p>	<p>APHL will decide by early May whether or not they have enough funding for the workshop. Since our meeting, APHL did contact me to say that they would prefer to hold the workshop at Marquette University if they obtain the funding to move forward.</p>
Molecular Workshop Update:	<p>Brochures for the Molecular Conference were mailed out last week and registration is open. The agenda and speakers for the conference are set, although Erin is still working on contacting individuals to participate in the "Let's Go Shopping" panel discussion of molecular platforms. All panelist will be offered the option to obtain handout materials from the manufacturer of the platform they represent that they can then put out for the attendees to pick up.</p> <p>Erin has also been working on handout materials for the conference. One handout will be a table listing the platform options, the testing options, etc. that will be represented during the panel discussion. Erin is having difficulty completing the table and is asking for help from LabTAG members to review and complete the table. Mike C. provided Erin with another handout from the AMP website. Finally, Erin asked members to send her information about molecular references and resources that they use. She would like to include a list of resources in the folder.</p>	<p>Erin will email LabTAG an updated list of panelists and the platform they will represent. LabTAG should review and send corrections to Erin.</p> <p>Erin will e-mail the platforms handout for LabTAG to review and modify.</p> <p>LabTAG members please email Erin any molecular resources or references that you find useful</p>
<p>Special Projects:</p> <ul style="list-style-type: none"> • Spot Tests & How to Use Them • Best Practices Guide • List of Result Comments 	<p><u>Spot Tests:</u> We know from past Bioterrorism Proficiency Testing Exercises that laboratories often do not keep many spot tests on hand and that they have a difficult time obtaining accurate results. What can be done to help labs accurately perform the spot tests required to rule-out BT agents? Spot test rule-out algorithms for BT agents are available in the bench guide, however, one of the spot test issues is that individuals are performing spot tests without following the algorithm. The WSLH will no longer present an audioconference summarizing BT-PT exercise results and reviewing rule-out algorithms, due to decreasing attendance at these audiconferences. As an alternative, it was suggested that the WSLH consider making a</p>	<p><u>Spot Tests:</u> Erin and Dave will discuss the possibility of making a spot test video with Toby. LabTAG will review the video before posting.</p>

Item	Discussion	Next Steps & Responsible Party
	<p>video demonstrating the proper performance of spot tests to post on the WCLN webpage. The video should also include tips for performing the spot test correctly and demonstrate some common practices that cause errors. The proper performance of spot tests is a basic skill set that seems to be missing. Labs are doing a lot of on the job training of individuals/students who are coming in without basic skills. It was suggested that proper performance of spot tests should be added to laboratory competency testing.</p> <p><u>Best Practices Guide:</u> At our annual meeting in October we had discussed the possibility of creating a best practices guide for identification of organisms. Since there is such variation among labs it was decided that a best practice guide would be very challenging to put together. Instead, it was suggested that we could provide laboratories with a list of references that laboratories may find useful in establishing organism identification best practices.</p> <p><u>List of Result Comments:</u> Another item that we discussed at our annual meeting was to discuss during regional meetings or a conference/workshop common comments that laboratories report on test reports. These could be comments regarding how the test is performed, how to interpret results, limitations of the test, etc. It would probably be best to sort the comments by test type and then we can discuss how we might want to open the discussion of comments with the entire WCLN network at our next meeting. An email will be started by Erin for you to add your favorite comments. An issue that was brought to the attention of members is that sometimes physicians aren't reading these comments.</p>	<p><u>Best Practices Guide:</u> Please send a list of your favorite references to Erin and she will create a reference sheet that we can provide to laboratories.</p>
Open Forum:	No items were suggested for discussion. The meeting was adjourned.	

MEETING AGENDA

Team Name: LabTAG

Date/Time: 2/15/11, 9:00 AM

WSLH Participants: Erin Bowles, Dave Warshauer

LabTAG Participants: Carol Cantlon, Erik Munson, Mary Dikeman, Mike Costello, Mike Helgesen, Raymond Podzorski, Richard Dern, Mary Smith

Excused:

Item	Discussion	Next Steps & Responsible Party
Approval of 1/18/11 Meeting Minutes:	Erin introduced Kristine Schutte to the group. Kristine is helping Erin with WCLN activities among her other duties. The Minutes of the last meeting were approved as submitted.	Erin will post on the WCLN webpage.
Surveys: <ul style="list-style-type: none">• Workforce Development Report• WSLH Survey Report	Mary Smith and Erin reported that the Workforce Development committee was very receptive and somewhat surprised by the message that was presented during the panel discussion of the Workforce Development Survey. Erin and Mary were members of the panel. Several issues were identified including the labor shortage we are about to face in finding skilled individuals to replace an aging workforce. This will be difficult when salaries for laboratory professionals lag behind other health professionals. There was much concern regarding the large number of waived laboratories with no oversight by laboratory trained individuals. How will individuals without laboratory training assess the value of the test and the results that are reported? Perhaps nurses, etc. who perform waived testing will need some training in QA and other laboratory principles. We hope to send out the WSLH Survey within the next week. WSLH has experienced difficulty in getting the electronic survey built. Laboratories will have the option to complete a paper version or an electronic version. The WSLH is still discussing the best way to ask laboratories for an updated contact list.	WSLH is waiting to hear if some group will be willing to invest time and money into working on the issues that were identified. Erin and Kristine will mail the survey out by Friday 2/25/11.
LabTAG Membership Update:	Erin has been contacted by individuals to fill the positions for Mary Dikeman and Richard Dern. She has received 3 applications for Region 6 and 1 application for Richard's position. Erin has been in	Erin will choose new members and notify applicants of her decision. Notification of the new LabTAG members will be

Item	Discussion	Next Steps & Responsible Party
	contact with these individuals to explain the work and will have a decision by the end of this week.	communicated to LabTAG by email and communicated to the WCLN in a Laboratory Message.
Mycology Workshop	Erin was approached by the National Laboratory Training Network (NLTN) to host their Mycology workshop in early August. Erin is in the process of locating a space for the workshop in the Milwaukee area to accommodate attendees from out of state with easier access to a large airport. The NLTN is requiring a lab space with microscopes for 20-24 individuals. They would also like a separate classroom space. This is an excellent workshop and will allow 20-24 individual's to attend. The hosting facility will be offered a free seat and WSLH may be able to host a drawing to offer another free seat to someone in the State.	
Molecular Workshop: <ul style="list-style-type: none"> • Date/Location • Finalize Agenda • Speaker Suggestions 	The date and location have been finalized for the Molecular workshop. The following suggestions were discussed for the agenda: <ul style="list-style-type: none"> • Dave Warshauer has volunteered to speak on Validation and Verification. LabTAG would also like him to include QA & PT in his talk • When discussing platforms, divide platforms into fully automated vs. less automated testing. Fully automated testing includes: BD Viper, BD Max, Gene Expert, Nanosphere, etc. Less automated testing includes Smart Cyclor, Illumigene, Cobas, etc. • It was suggested to go through FDA approved tests and then the platforms and how they fit in the laboratory. • Introduce general categories and where you would use these tests ex. Women's health, HAI, respiratory, and blood cultures. Erik volunteered to discuss Women's Health and HAI as did Ray. • There are two different groups we need to address, those in the larger labs and those in smaller labs and focus on what meets our customer's needs. A suggestion was made to have the panel include both large and small labs. Have each lab include their experience on an easy to use system and a system that is not user friendly. • Contact Bellin and see if they would be interested in attending as they recently brought in a new machine and have experience with this. • Include a handout that shows FDA approved vs. non-FDA approved testing. Also include a master chart to list all platforms. • Nate Ledebor has volunteered to speak about his experience 	Erin Bowles, Ray Podzorski, Erik Munson, and Mike will schedule a conference call to discuss the agenda further.

Item	Discussion	Next Steps & Responsible Party
	<p>with the Maldi-TOF and is requesting an hour for his presentation</p> <ul style="list-style-type: none"> Pete Shult will address limitations and responsible use of Molecular Technology. <p>We ran out of time to complete the agenda so Erin asked for a small group of individuals to meet to continue working on the final agenda. Ray, Mike, and Erik volunteered.</p>	
<p>Exercises:</p> <ul style="list-style-type: none"> Notification Shipping 	No time to discuss	Tabled for a future meeting
<p>Special Projects:</p> <ul style="list-style-type: none"> Spot Tests & How to Use Them Best Practices Guide List of Result Comments 	No time to discuss	Tabled for a future meeting.
Open Forum:	Reminder: The resources document needs to be updated this year, if you have any additional educational sites, please email them to Erin Bowles by the beginning of March.	

Next meeting March 15, 2011 at 9:00 AM

MEETING MINUTES

Team Name: LabTAG

Date/Time: 1/18/11, 9:00 AM

WSLH Participants: Erin Bowles

LabTAG Participants: Ray Podzorski, Mike Costello, Carol Cantlon, Cindy Geiss, Mary Smith , Erik Munson, Dick Dern

Excused: Mary Dikeman, Mike Helgesen

Item	Discussion	Next Steps & Responsible Party
Approval of 10/27/10 Meeting Minutes:	Minutes approved.	
Teleconference Topics: <ul style="list-style-type: none">Pre-test/Post-test	During the October meeting it was suggested that audioconference guest speakers may choose to create a pre-test that would be added to the registration process to get a baseline of the registrant's current knowledge on the topic. A post-test would be added to the evaluation form to complete and Fax to the WSLH after the audio-conference to determine the success of the audio-conference based on improvement of test scores.	Ray has agreed to try this for his March audioconference on <i>C. difficile</i> . Erik is welcome to submit questions for his 2 nd audioconference in February.
Molecular Workshop: <ul style="list-style-type: none">Date/LocationFinalize TopicsSpeaker Suggestions	<p>We discussed possible dates for the Molecular Workshop. Working around all the other groups that have spring meetings (CLMA, ASM, ASCLS, etc.) the best date is May 18, 2011. A back-up date will be May 19, 2011. We also agreed that Wisconsin Dells seems to work well as a location. Wintergreen Resort and Conference Center has convenient access from the freeway.</p> <p>We spent much of the meeting discussing the possible agenda for the Molecular Conference. The needs of those attending the conference may be varied. Some laboratories want information about picking a platform and bringing molecular testing into their laboratories. Others who are already performing molecular testing want to network and hear about new technologies. It will be a challenge to meet the needs of both groups so that there is something for everyone. An opening presentation by Nate Lederboer discussing Maldi-TOF was suggested to open the day. We want to emphasize the new technologies coming out that will change the way laboratories perform testing. We debated</p>	<p>Erin will call Wintergreen Resort and Conference Center to see if it is available on 5/18/11. (Update: Date has been set for 5/18/11 at the Wintergreen.)</p> <p>Erin will devise a draft agenda and send it out to the group to comment on and revise. There is a need for speed in setting the agenda so that speakers can be identified and invited to speak. This needs to be completed by the next meeting if possible. There is also a need for the group to develop a chart listing all the various platforms, the FDA testing approved for the platform, the approximate costs, the ease of</p>

Item	Discussion	Next Steps & Responsible Party
	<p>whether to set the agenda by presenting various testing platforms and discussing the tests that can be done on each platform, vs. presenting specific tests and discussing the platforms available for that testing. The group also suggested that there be breakout sessions for each of the platforms led by an expert already using the platform. Break-out sessions would allow other users of the platform to discuss issues with the platform and would allow those interested in using the platform to ask questions and to learn more about it.</p>	<p>use, the level of molecular expertise required for the platform, administrative selling points, etc. This chart would be included as a handout in the conference folder. The chart could then be used as a guide for laboratories looking to bring in molecular testing to determine which break-out session(s) to attend.</p>
<p>Surveys:</p> <ul style="list-style-type: none"> • Workforce Development • WSLH Survey 	<p>Erin asked members for any thoughts or comments they had regarding the Wisconsin Clinical Laboratory Science Workforce Survey – 2010 that she had e-mailed to members for review. The following concerns were shared: <i>(I added some of my own concerns that I didn't necessarily voice during the meeting.)</i></p> <ul style="list-style-type: none"> • Concerned by the high number of non-lab trained and trained but not certified people performing lab testing and making critical decisions (i.e., may be influenced by sales reps pushing the latest instrument/test without the skills to determine whether or not the change is good for patient care. Does the test/instrument deliver a result that improves patient care?) • Diagnostic testing by labs is critical for determining appropriate patient treatment but there is little recognition of this importance by the general public. • Concerned about possibly incorrect or creative interpretation for performing, interpreting and reporting results by non-laboratory trained employees • Those who manage labs should be required to have lab training including labs with CLIA certificate of Waiver and CLIA certificate of Provider Performed Microscopy. • Concerned by the high number of lab employees ≥ 50 who will be retiring and the low number of individuals entering the field to replace them. • Difficult to promote profession and retain current employees working in the field because of lower salary in comparison to other health professionals (i.e., laboratory trained employees are going to IT, nursing, radiology, sales, other positions that pay more.) • Lack of diversity isn't viewed as a problem. Are seeing new classes of students that are more diverse. Caucasian students are actually in the minority. In cities with more diverse populations, diversity in work force is more common. 	<p>Erin and Mary Smith will participate as panel members at a meeting on 1/31/11 to discuss the survey report. They will each present a reflection on the survey results and then will participate in a question and answer session. Erin and Mary will coordinate before the panel meeting to discuss their reflections, making sure that the comments from LabTAG members are included in their reflections.</p> <p>Erin will report on the meeting during the next LabTAG call.</p>

Item	Discussion	Next Steps & Responsible Party
	<ul style="list-style-type: none"> Where do we go from here – report isn't really news to the lab, we're aware of many of these issues - need help with moving forward. 	
Exercises: <ul style="list-style-type: none"> Notification Shipping 	No time to discuss	Tabled for next meeting
Special Projects: <ul style="list-style-type: none"> Spot Tests & How to Use Them Best Practices Guide List of Result Comments 	No time to discuss	Tabled for next meeting
Open Forum:	No time to discuss	

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
September 2, 2010, 11:00 a.m. – 12:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Michael Costello, ACL, West Allis and Illinois/representative at large
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

Absent: Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7

WSLH Representatives:

Carol Kirk
Erin Bowles
Dave Warshauer
Audrey Prieve

DISCUSSION TOPICS

- I. **Minutes of the July 20, 2010 meeting** were approved and will be posted to the website.
- II. **Tick identification tool:** The Tick Identification Guide was accepted. It was agreed that we would post it to the WSLH website as a resource and announce its availability in a lab message. It was also suggested that we display a copy of it and other resources at the regional meetings.
- III. **AST Resources at WCLN webpage:** The group reviewed the material available at the WSLH website. It was agreed that everyone should notify WSLH of any suggested additions.
- IV. **Continuing Education Committee Membership:** The Continuing Education Committee membership terms have expired. The group discussed whether this should be continued as a separate committee or re-absorbed into the LabTAG responsibilities. It was decided that continuing education should be included in the LabTAG responsibilities, as there seemed to be much overlap between the activities of the Continuing Education Committee and LabTAG itself. If additional assistance is needed, we can solicit help from other WCLN members on an as-needed basis.
- V. **Teleconference Topics:** The list of suggested teleconference topics was discussed.
 - **Anaerobes- (1 or 2 sessions)** would include background on anaerobic groups of organisms, then practical guidance on when to test, what to test, how to test and how far to test. Discuss the different anaerobe ID systems available along with CLSI guidelines for rapid testing, also discuss susceptibility testing and empiric therapy. Contrast differences for what to do

in large labs vs. small lab. No suggestions for speakers other than Carol Spiegel.

- **Fungi** - unsure of the need for training (wet workshop vs. lecture). Investigate the possibility of bringing in Jim Harris. Survey labs as to the need for this education and exactly what material to cover.

VI. **Survey Development:** The survey has not been developed to ask laboratories what testing they perform (especially related to mycology and parasitology) and what their training needs are. This will be included in the annual meeting agenda.

VII. **Agenda for Annual Meeting:** The annual meeting will be held on October 27; we are currently debating between Stevens Point and a Wisconsin Rapids location. Based on the discussion, the agenda for the annual meeting will include:

- Review of LabTAG and WCLN Mission Statements and Goals
 - Redefine LabTAG membership terms
- Confirmation of decision to inactivate Continuing Education Committee as a standing committee
- Development of the survey to be distributed to WCLN laboratories
- Anaerobe teleconference topic
- Begin planning the 2011 statewide Molecular meeting and possible audioconferences leading up to the meeting

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
July 20, 2010, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Michael Costello, ACL, West Allis and Illinois/representative at large
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

Absent: Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large

WSLH Representatives:

Carol Kirk
Erin Bowles
Dave Warshauer
Pete Shult
Audrey Prieve

DISCUSSION TOPICS

- I. **Minutes of the June 15, 2010 meeting** were approved and will be posted to the website.
- II. **Erin reported on the Gram Stain Workshop**, which was held Friday, July 16. The workshop again went well, with very positive responses. Ray Podzorski was one of the faculty for the workshop. The laboratory facilities at Waukesha Technical College were very nice. Erin reported that students always request slides of the more unusual organisms, so she asked everyone to send slides of unusual organisms for future workshops.
- III. **Carol shared the current draft of the agenda for the regional meetings**, which are scheduled for 4 locations during September. The group suggested that we include an Infection Control representative in the "Outbreak Response" panel discussion/presentation. Erin explained that we plan to identify a laboratory in each region to participate on the panel. We will then ask the lab to contact their local health and infection control representatives with whom they often work to ask them to participate on the panel. The WSLH will provide the laboratory with a scripted case study outbreak situation. The panel will work together as a team discussing their roles in the outbreak and describing how they are each impacted by the situation. This should be a very interactive session with a lot of response from the audience.
- IV. **Development of AST resources at the WSLH website:** Carol and Erin demonstrated where the AST resources will be located on the WCLN webpage. Following are suggestions that were presented and that Carol and Erin will pursue:
 - Change the title on the side menu to "Laboratory Networks, Surveillance and Resources".

- Change the WCLN listing to “WCLN Resources”.
- Post the WSLH statewide antibiograms for *Campylobacter*, *Strep. pneumoniae*, *Salmonella*, 2008 data under AST Resources on the webpage.
- Advertise the information that is posted, e.g., add a “did you know” topic to the Lab Message periodically, where we could post announcements of the AST information posted on the website.
- Post resources/references for non-routine tests, e.g.,
 - Link to CDC Hodge test SOP
 - Link to Paul Schreckenberger’s Ten-Disk SOP
(<http://hardydiagnostics.com/articles/Antibiotic-Resistance-in-GNB.pdf>)
- Link or re-post AST reference in Continuing Education Resources
- Link to CLSI documents
- Link to WSLH 2010 AST teleconferences
- Link to 2010 AST workshop presentations

V. Developing a tick identification tool: Carol shared a tick identification card that is available from Gundersen Medical Foundation in LaCrosse; we agreed that we could provide a link to it from our website and mention it in a lab message. We will also develop a tick identification SOP to post on the webpage; Carol and Erin displayed an SOP provided by Jill Misurelli as a starting point. Carol and Erin will type up a draft SOP and send it out for review and modification. Ray will provide the name of a reference that he uses.

VI. Survey Development: The group discussed surveying laboratories about testing capabilities and training needs. It was suggested that a thorough survey should be done next year and a shorter survey sent out this year. The following points were defined for this year’s survey:

- We are interested in laboratories’ current testing capabilities, future plans and training needs in the following areas:
 - Molecular capabilities
 - Enterics
 - Mycology
 - Parasitology

We will ask laboratories to suggest specific training needs and to prioritize the training needs from most important to least important.

VII. Teleconference Schedule: Erin reviewed the proposed schedule of teleconference topics developed by the Training and Education Committee and requested feedback and suggestions for speakers.

- It was agreed that there was no need for a dedicated teleconference on the AST supplement.
- It was suggested that we contact Carol Spiegel to speak about anaerobes.

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
June 15, 2010, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large
Michael Costello, ACL, West Allis and Illinois/representative at large
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7

Absent: Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

WSLH Representatives:

Carol Kirk
Erin Bowles
Dave Warshauer

DISCUSSION TOPICS

I. Minutes of the March 16 meeting were approved and will be posted to the website.

II. Updates from WSLH:

▪ **AST Workshop**

The group reviewed the feedback, which was good, with special mention of the positive response to the pharmacist speaker. There was also discussion of excluding vendor representatives in future meetings, to eliminate the "sales" perspective.

- Suggestions included incorporating Paul Schreckenberger in the future, including an "AST hot topics" in future meetings, and developing an AST resource at the WCLN website.
- Mike Costello will contact Paul Schreckenberger to get permission to post a link to his "ten disc" system presentation on our website.
- The group decided to begin work on developing AST resource material to post to the website, perhaps working by webinar at the July meeting, and to complete it at the September-October in-person meeting.

▪ **Feedback from Virology Conference Meeting**

This year's meeting included both viral culture and viral PCR laboratories. Carol reported that feedback forms were received from 22 of the 25 non-State Lab attendees (total of 36 attendees). The consensus was that it was a good meeting and that it should continue for another 1-2 years, after which it may be combined with the molecular workshop in some fashion.

- **Update on AST Exercise**

Dave Warshauer reported that the data from the 40 laboratories that participated in the AST exercise has been entered and he and Mark Gallivan will be analyzing it over the next month and will present it at an August teleconference.

- **Update on Gram Stain Workshop**

Erin reported that registration is full for the Gram Stain Workshop, which will be held in Pewaukee on July 16 and additional registrants will be added to a waiting list. In addition to Erin and WSLH staff, Ray Podzorski will be assisting as faculty. Others can contact Erin if they are interested in serving as faculty. Laboratories have been sending slides for the workshop; Erin will send a message if there are specific types of samples still needed.

- **Update on BT-PT**

Consensus was that this was a good teleconference, with a firmer, clearer stance on which tests to perform as part of the rule out algorithm.

III. Projects

- **Mycology Workshop**

The group felt that there was an interest and need for a mycology workshop. It would be great to include a wet workshop section where we could teach some basic skills such as performing LPCB, tease/slide preps, etc. Discussion centered on the difficulties in actually working with these agents safely. This would necessitate use of biosafety cabinets. It was felt that it would be advantageous to develop a combination of prepared slides, electronic images and video. Dave Warshauer will check to see if the CD-ROM used in the UW Madison CLS course could be shared. Other suggestions included:

- Hosting an audioconference and sending laboratories prepared slides to review during the audioconference.
- Contacting Jim Harris regarding a traveling mycology workshop he has done in the past.

- **Regional Meetings**

Regional meetings are planned for September, in 4 locations. Recommendations for locations are welcome. Topics were also solicited, producing the following suggestions:

- the 2009 influenza pandemic
- seasonal influenza
- interactive case studies, perhaps with a moderator/panel, perhaps using the current or recent blastomycosis as an example
- local public health presenter on reportable diseases, what is reportable and why, ELR-WLR, what is done with the info, etc.,
- Shiga-toxin testing and what other agents should we be looking for (suggested Tim Monson presentation) – connect with PFGE explanation and application
- Campylobacter – EIA vs. culture vs. PCR

- **Parasitology - Wet Workshop**

The WSLH is discussing the possibility of conducting a parasitology workshop. Members felt that both a mycology and a parasitology workshop would be of interest to labs. It was suggested that CDC staff could provide expertise. Laboratories could provide examples of unusual parasites they had found (e.g. worms, bedbugs, ticks, etc.).

It was also mentioned that perhaps the group could develop a tick identification tool to be shared with laboratories.

- **Membership**

Carol and Erin proposed a modification in our membership term and recruiting plans, to avoid one-third being “new” constantly. Instead of recruiting three people each year, they propose recruiting three people every two years.

IV. Additional Notes

- **Survey:** It was felt that we need to define questions to ask laboratories in a survey this summer, to better define what testing they perform (especially related to mycology and parasitology) and what their training needs are.
- **Biosafety Risk Assessment Document:** Erin explained that she shared the document with the National Laboratory Training Network and Association of Public Health Laboratories staff, who shared it with their “subject matter expert” at CDC. The document may be included in an upcoming MMWR article and used in a Biosafety/Biosecurity course that is being developed.
- **Blasto outbreak:** Several members mentioned that they had seen an increase in blasto positives recently; Carol and Erin will talk with DPH and see if there is information that can be shared in a lab message.

NEXT MEETING: 3rd Tuesday in July (July 20), 9:00 – 10:00 am

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
March 16, 2010, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1
Michael Costello, ACL, West Allis and Illinois/representative at large
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7

WSLH Representatives:

Carol Kirk
Erin Bowles

DISCUSSION TOPICS

I. Minutes of the February meeting were approved and will be posted to the website.

II. Carol and Erin provided these updates from WSLH:

- The updates to the blue binder have been sent and should have been received by all laboratories.
- The CLSI documents have been sent and should have been received by all laboratories.
- The Continuing Education Resources document has been updated and is posted on the WSLH website. This information will be included in the next laboratory message.
- The Packaging and Shipping Training Manual and Quick Reference Guide updates are complete and have been sent to the printer. The changes were primarily minor changes, or of an explanatory nature, such as changes in how long records of training must be maintained. A second exam was also added to the training manual. We hope to send out the updates by the end of March.

III. Exercise Planning:

- **Antimicrobial Susceptibility Testing Exercise (AST-PT):** The registration for the AST-PT exercise has been closed. Forty two labs will be participating in the exercise. Each lab will be sent three isolates to perform ID and susceptibility testing on. Specimens will be shipped out the 1st week of May and results are due May 20, 2010. An individual report, as well as a summary of the results, will be mailed to participating laboratories. An audioconference to discuss the exercise will be held in early August. Thanks to all laboratories who are participating in the exercise. We will be eager to hear feedback from the LabTAG members who are participating in the exercise. Perhaps there will be time to briefly discuss the exercise at the workshop, unfortunately, the summary of the results will not be completed yet at that time.

IV. AST Workshop Planning:

We have over 90 people registered for the AST workshop. Adding in the speakers, etc we are over 100. We will probably close registration at 125 participants. If you have been waiting to register, please do so soon before registration is closed. Speakers who have not registered yet are asked to do so. If speakers do not register, we will register them. We will send out a confirmation of registration to speakers' e-mail addresses.

LabTAG members who will be speaking at the workshop briefly discussed their plans for their presentations. Both Ray and Mike Costello indicated that they would not spend a lot of time on the details of the CLSI documents, but would leave that for Dave to address during the April audioconference. Ray and Mike plan to focus on what they are doing in their labs and why, and will touch on some of the major points in the CLSI guidelines.

V. Gram Stain Workshop:

We are looking for a venue in southeastern WI for this year's gram stain workshop. Once we have a site, we will get out the brochures and open registration. We are looking for a date in July and hope to have this determined soon. We will be asking laboratories for help again submitting good gram stain slides for the workshop. Past students have requested slides that might indicate a possible BT agent. It was agreed that the announcement of the workshop should be made as soon as arrangements are completed, to allow laboratories time to schedule staff.

VI. Increased Cases of Legionella:

We briefly discussed the current situation and our expectations of laboratories.

VII. Open Discussion

Members expressed interest in the data we were receiving from our influenza surveillance regarding other respiratory viruses that are circulating. Members suggested that laboratories that perform virus PCR and/or virus culture be invited to the virology meeting in June to reflect the changes in test methodology in virology.

NEXT MEETING: 3rd Tuesday in June (June 15), 9:00 – 10:00 am

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
February 16, 2010, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

Absent:

Michael Costello, ACL, West Allis and Illinois/representative at large
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7

WSLH Representatives:

Carol Kirk
Erin Bowles
Dave Warshauer

DISCUSSION TOPICS

- I. Minutes of the January meeting were approved and will be posted to the website.**
- II. Carol and Erin provided these updates from WSLH:**
 - The updates to the blue binder (Wisconsin Emergency Response Guide for Clinical Laboratories) are back from the printers and will be sent to laboratories in the next week or so.
 - The Packaging and Shipping Training Manual and Quick Reference Guide updates are still a work in progress.
 - Feedback from the sentinel laboratories regarding the biosafety document "Laboratory Biosafety: Performing a Risk Assessment" has been very positive. Laboratories have reported that the document has caused much discussion and has been very helpful.
 - It is time for the mid year updates to the Continuing Education Resources document. If anyone has any new material that they have come across that they would like to have us add to the document, please send it to WCLN@mail.slh.wisc.edu.
- III. Exercise Planning:**
 - **Antimicrobial Susceptibility Testing Exercise (AST-PT):** A laboratory message was sent out to the sentinel labs announcing the AST-PT exercise in May, 2010. Laboratories have been asked to register to participate in the exercise by March 1. Enrollment is limited to the 1st fifty laboratories who register. Each lab will be sent three isolates to perform ID and susceptibility testing on. Specimens will be shipped out the 1st week of May and results are due May 20, 2010. An individual report, as well as a summary of the results, will be mailed to participating laboratories. An audioconference to discuss the exercise will be held in early August.

- **Messaging Exercise:** The WSLH does intend to conduct a messaging/notification exercise in 2010 to check our ability to get a message out to the sentinel laboratories and to receive a response back from the sentinel laboratories. Specifics have not been determined yet.
- **Notification and Shipping Exercise:** Committee members were asked for suggestions for how we should conduct a packaging and shipping exercise. We need to assess all sentinel laboratories capability to properly package and ship both category A and B specimens. The following possibilities were discussed:
 - Provide training and conduct an exercise during the regional meetings.
 - Conduct a voluntary exercise asking laboratories to enroll.
 - Inform sentinel laboratories at regional meetings that we will be conducting a rolling exercise targeting 5-10 laboratories a month beginning in the fall. Laboratories will be mailed a postcard before the exercise to inform them to expect a shipment when it is their turn to participate.
 - Include a survey for laboratories to complete indicating what and/or who do they use for reference materials to help guide them when shipping specimens. Do they have a written packaging and shipping policy?
 - WSLH could provide laboratories with a certificate of participation, which might encourage participation.

IV. AST Workshop Planning:

- **Case Studies:** Dick Dern, Mary Smith and Mary Dikeman will be working together to present 20 minutes of case studies at the AST workshop. They will come up with two or three interesting susceptibilities to discuss. They will ask for audience participation as they discuss possible ways to handle the situations they present. Erin will send out a Power Point template for the group to use. The group plans to communicate via e-mail, but will contact the WSLH if they would like a conference call set up.
- **Break-out Sessions:** The bench technologists and company technical representatives to lead each of the break-out sessions for Microscan, Vitek, and Phoenix have been selected for the AST workshop. To prepare for the workshop, we will send each of the experts a list of questions they should be prepared to discuss. LabTAG committee members worked to develop the set of questions. (See the list at the end of the minutes.)

V. Regional Meetings:

The WSLH expects to hold 4 regional meetings in September as we did this past year. Committee members were asked if they thought we should split out the laboratory technical material so that attending public health and infection prevention personnel could leave at noon. Members expressed that they enjoyed having public health and infection prevention present all day. They did think it would be interesting to have someone from a lab, public health and infection prevention work together to prepare a case study discussing what each of them did and how they interacted with each other.

VI. LabTAG Tasks:

Please review the AST Break-out Session Questions and send me any corrections, revisions or additional questions by March 1st. I would like to provide the questions to the session leaders by early March.

NEXT MEETING: 3rd Tuesday in March (March 16), 9:00 – 10:00 am
AST Break-out Session Questions

1. What are the strengths of your automated system?
2. How has the system improved your ability to provide AST results and how has that affected the workflow in your laboratory?
3. Review the basic limitations of each of the panels you use.
4. How do you handle confirmation of ESBLs? Do you trust your system results? If not, what additional testing do you perform?
5. How do you handle reporting cefoxitin results with *S. aureus* or *S. lugdeninsis*? Do you also test oxacillin? Do you trust your system results? If not, what additional testing do you perform?
6. Do you use your system to test the susceptibility of *Pseudomonas aeruginosa*? What about other nonfermenters? If not, what additional testing do you perform?
7. What other organisms can't be tested on your automated system and how do you perform AST on those organisms?
8. How are you handling the breakpoint changes in the CLSI recommendations until the FDA and the manufacturer of your automated system catch up?
9. How much downtime do you have with your instrument?

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
January 19, 2010, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Michael Costello, ACL, West Allis and Illinois/representative at large
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/HRSA Region 2
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/ representative at large
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

Absent:

Mike Helgeson, Holy Family Memorial, Manitowoc/HRSA Region 3

WSLH Representatives:

Carol Kirk
Erin Bowles

DISCUSSION TOPICS

I. Minutes of the December meeting were approved and will be posted to the website.

II. Carol and Erin provided these updates from WSLH:

- WCLN lab listing and LabTAG membership list has been posted to the WSLH website, but do not include email addresses or telephone numbers.
- The blue binder (Wisconsin Emergency Response Guide for Clinical Laboratories) content has been updated and will be sent to the printers today. It will be sent to laboratories when it gets back from the printer.
- The Packaging and Shipping Training Manual and Quick Reference Guide updates are nearing completion.
- The Bench Guide updates are back from the printer and will be mailed to laboratories this week.
- The biosafety document "Laboratory Biosafety: Performing a Risk Assessment" is being printed and will be mailed to laboratories this week. It has been posted to the WSLH website and announced in a laboratory message.
- Carol described an announcement she had received from a group which was working with northwestern Minnesota AHEC (Area Health Education Center) and technical colleges and universities. They were holding a meeting to discuss laboratory workforce needs and ensuring that education programs meet those needs.

Post Meeting Notes: Wisconsin has 3 branches of AHEC (Area Health Education Center); the website at <http://www.ahec.wisc.edu/> has additional information.

III. Exercise Planning

- **Bioterrorism Proficiency Exercise (BT-PT):** We had discussed previously sending microscope slides out with future BT-PT specimens, but we will not be able to do it with the set being sent in April, due to timing. We will be reviewing the wording of the

reporting form to see if clarifications are needed to make it easier to understand what laboratories are using to decide if they can “rule out” the BT agents. If needed, we may send slides with the fall shipment. We will be reminding laboratories to follow the flow chart and that there is no need to perform all the biochemical tests listed on the “spot tests” page of the Bench Guide.

- **Antimicrobial Susceptibility Testing Exercise (AST-PT):** We are looking into being able to send 2-5 samples to laboratories for an AST-PT exercise in early May, followed by a teleconference in early August. We are not sure if Remel (who usually grows the isolates and packages and ships them) will be able to do this on short notice.

This would be a voluntary, non-graded educational exercise, in which laboratories would be asked to register to participate. We expect there could be up to 75 laboratories that could participate. This would also be a good source of positive control materials for the participants.

Isolates that might be sent include: KPCs, VISA, MRSA, ESBLs, etc. The WSLH will see what we have in our supplies, then contact members if we need materials. Members are also encouraged to contact us if they have “funky” isolate that they think would be a good candidate for inclusion.

- **Notification and Shipping Exercise:** It was agreed that we would put this on a back-burner until the fall.

IV. AST Workshop Planning

- The workshop date (Thursday-May 13, 2010) and location (Wintergreen Resort and Conference Center in Wisconsin Dells) were agreed on.
- The group reviewed and edited the draft curriculum that WSLH had provided. The updated curriculum is on a later page.
- Other workshop discussion items:
 - **Reading & Interpreting the CLSI Guidelines** will be offered as a teleconference in April instead of as a workshop presentation. This will save time during the workshop. The teleconference will be one of the series that will be “strongly recommended” that attendees view before the workshop.
 - **Stewardship:** Taking responsibility for the antibiotics you dispense, the pre-defined pathway, which antibiotics are restricted, how use of antibiotics contributes to the antimicrobial resistance problem. Not handing out antibiotics like vitamins.
 - Consider the IDSA Guideline on establishing an antimicrobial stewardship program as a guide
 - **Technical representatives of Vitek, MicroScan, and Phoenix** will be invited to attend to act as instrument experts during the breakout session.
 - Attendees can join any breakout session in which they are interested.
 - Each breakout group should have at least one person who is expert in running the instrument in addition to the facilitator.
 - Agreed to delete the “open forum” at the end of the day and to shorten afternoon presentations to allow an afternoon break.
 - See updated draft agenda attached at the end of the minutes.

V. LabTAG Tasks:

- **Please submit any organisms with interesting/challenging susceptibility patterns to the WSLH for inclusion in the AST-PT exercise.**
- **Please submit suggestions for speakers for the topics on the AST workshop agenda where speakers have not yet been identified.**
- **Please submit contact information for Vitek, MicroScan, and Phoenix technical reps so we may invite them to participate.**
- **Please submit suggestions for laboratory experts who actually work with the Vitek, MicroScan, and Phoenix who may be willing to lead the breakout sessions and talk about what works well, what doesn't work well and how they resolve problems.**

NEXT MEETING: 3rd Tuesday in February (February 16), 9:00 – 10:00 am

Challenges in Antimicrobial Susceptibility Testing 2010
DRAFT Curriculum (All times include Q & A)

8:30-9:25	55 min	Antibiotic Stewardship & Surveillance Networks & Emerging Resistance (the global overview looking at the entire process including the laboratory responsibilities in antibiotic stewardship – set the table for the following topics)	Tom Fritsche (?)
9:25-10:20	55 min	Pharmacy's Role in Antimicrobial Stewardship (ID pharmacist's role in interaction with the lab and the physicians, what goes into selecting antibiotics for the formulary (e.g., the process to select which carbapenem to include in the formulary), when to set up restrictions, how the pharmacy and lab can and should work together)	Pharmacist (Lynne)
10:20-10:30		BREAK	
10:30-11:15	45 min	Overview of CLSI Guidelines and Changes for Gram Positive Organisms (What bugs to test, what drugs to test for bugs, what drugs to report, confirmatory testing)	Dave Warshauer
11:15-12:15	60 min	Overview of CLSI Guidelines and Changes for Gram Negative Organisms (What bugs to test, what drugs to test for bugs, what drugs to report, confirmatory testing)	Mike Costello
12:15-1:00	45 min	LUNCH	
1:00-1:45	50 min	BreakOut Sessions by Instrument (Vitek, MicroScan, Phoenix)	Jane Braun (ACL) – Microscan (St. Vincent's) – Phoenix (Sacred Heart) - Vitek
1:45-2:35	50 min	Putting Together your Lab's Antibiogram	Ray Podzorski
2:35-2:45	10 min	BREAK	
2:45-3:35	50 min	QC and Validation, Including CLSI Updates	Tom Wisniewski
3:35-3:55	20 min	Case Study	Carol Cantlon, Mary Smith, Dick Dern
3:55-4:00	5 min	Closing	

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
December 15, 2009, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Mike Helgeson, Holy Family Memorial, Manitowoc/incoming representative-HRSA Region 3
Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Michael Costello, ACL, West Allis and Illinois/representative at large
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Thomas Novicki, Marshfield Laboratories, Marshfield/representative at large

Absent:

Sharon Dietzler, Riverview Hospital, Wisconsin Rapids/HRSA Region 2
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Keith Wendlandt, Door County Memorial Hospital, Sturgeon Bay/HRSA Region 3
Cindy Geiss, Aspirus Wausau Hospital/Aspirus Reference Lab, Wausau/incoming representative-HRSA Region 2
Erik Munson, Wheaton Franciscan Laboratory, Wauwatosa/incoming representative at large

WSLH Representatives:

Carol Kirk
Erin Bowles
Dave Warshauer

DISCUSSION TOPICS

- I. New members present (Mike H.) were welcomed; departing members present (Tom N.) were thanked for their participation**
- II. Minutes of the October meeting were approved.**
- III. Future conference call schedule of the 3rd Tuesday of each month, 9:00 a.m. was confirmed.**
- IV. Carol and Erin provided these updates from WSLH:**
 - Updated Continuing Education Resources posted to web, announced on the listserver & in a lab message
 - WCLN statement of purpose, LabTAG objectives and LabTAG Operational Rules were modified per meeting and will be posted to the website.
 - WSLH will post WCLN lab listing and LabTAG members to the website, but has not yet done so.
 - Updates to Bench Guide, blue binder (Wisconsin Emergency Response Guide for Clinical Laboratories), Packaging and Shipping nearing completion; WSLH expects to send these to laboratories after January 1, 2010.
 - The Biosafety Risk Assessment Guide document is nearing completion by the Biosafety Committee. This document was developed in response to the biosafety discussions at the 2008 regional meetings.
 - The document will be provided to LabTAG members for review with feedback needed by December 31, 2009.

- It will be shared with all WCLN laboratories after January 1, 2010.
- **Teleconference Schedule**
 - Teleconferences have been scheduled for January (Tick Transmitted Diseases by Tom Novicki) and February and March (Antibiotic Basics by Erik Munson). Additional teleconferences have not yet been scheduled.

V. Planning 2010 Projects

- **AST Workshop in 2010**
 - At the October meeting, the group had agreed that we should conduct a one-day workshop for antimicrobial susceptibility during 2010.
 - WSLH and LabTAG will plan the workshop collaboratively during calls; it was decided that there was no need for a separate planning group.
 - There was review of the topics that were listed at the October meeting and discussion of additional curriculum topics. WSLH will develop a draft curriculum for review and edit by LabTAG members in January.
 - Additional topics included:
 - Review of Current Guidelines
 - Interpreting the Guidelines
 - Review of CLSI Changes
 - Instrument-specific Information
 - Verification of methods
 - Case Studies that Represent Updates
 - Antibiotic Stewardship
 - Some suggested speakers included:
 - A pharmacist with background in infectious diseases (Mike Costello will contact a pharmacist)
 - Tom Fritsche of Marshfield Labs has a strong background and might be willing to present a topic, e.g., surveillance and monitoring antibiotic resistance (Tom Novicki will inform him that WSLH will be contacting him.)
- **Laboratory Exercises**
 - Bioterrorism Proficiency Exercises:
 - WSLH currently sends 2 samples twice a year for laboratories to practice the BT rule-out algorithms, then provides a teleconference about the BT agent that was simulated, but questioned whether this was accomplishing what was needed and whether the exercise and the teleconference were useful for laboratories.
 - The group felt that the exercise is useful for laboratories as a reminder of the protocols, and their staff (including new staff) still find the teleconferences useful.
 - There are problems with performing and reading the Gram stain on the reconstituted material.

- WSLH suggested that they could include a fixed slide with each of the lyophilized preparations; the group felt that this would be a good improvement.
 - There are questions about what the basis is for ability to “rule out” organisms and some of the responses on the form.
 - It was agreed that WSLH will review the form and modify the form to make responses clearer; it may be necessary to add an additional form.
 - WSLH may also contact laboratories directly to clarify responses or offer consultation.
- **Laboratory Competencies for Emergency Response**
- It was agreed that we would set this aside as a lower priority and work on the workshop planning and exercise planning.

**Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009**

MEETING MINUTES

Attendees:

WSLH:

Erin Bowles - WSLH
Carol Kirk - WSLH
Dave Warshauer - WSLH

LabTAG:

Carol Cantlon – Franciscan Skemp Healthcare, LaCrosse/ Region 4
Mike Costello – ACL, West Allis and Illinois/representative at large
Dick Dern – St. Mary's Medical Center, Madison/HRSA Region 5
Sharon Dietzler – Riverview Hospital, Wisconsin Rapids/HRSA Region 2
Mary Dikeman – Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Mike Helgesen – Holy Family Memorial, Manitowoc/incoming representative - HRSA Region 3
Erik Munson – Wheaton Franciscan Laboratories, Wauwatosa/incoming representative at large
Tom Novicki – Marshfield Clinic, Marshfield/representative at large
Ray Podzorski – Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Mary Smith – St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1

Training and Education:

Kathy Lang – Memorial Medical Center, Ashland

Absent: Keith Wendlandt, HRSA Region 3

Cindy Geiss (formerly Karcz-Miller), incoming representative – HRSA Region 2
Jill Misurelli – United Hospital System, Kenosha (Training and Education)
Mattie Pitts – Spooner Health System, Spooner (Training and Education)

Agenda Items:

- Welcome and Introductions
- Review of WCLN Statement of Purpose
- Review of LabTAG Mission Statement
- Committee Reports:
 - Report from Exercise Planning
 - Report from Training and Education Committee
 - Report from Biosafety
- Reviewing of Greatest Challenges for Laboratories from Regional Meeting evaluations
- Major Accomplishments of the Past Year

**Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009**

MEETING MINUTES

- Defining goals projects for the coming year, suggested topics are:
 - AST Meeting
 - Molecular Meeting
 - Lab Messages
 - Open Discussion

Item	Discussion	Next Steps & Responsible Party
Welcome and Introductions	<p>Members introduced themselves to each other. Carol introduced new LabTAG members and reviewed the history of LabTAG and terms of commitment for members. Tom Novicki, Sharon Dietzler and Keith Wendlandt will be rotating off the committee while Erik Munson, Mike Helgesen and Cindy Geiss (formerly Karcz-Miller) will join the committee.</p> <p>Erin reviewed the meeting folder content with members.</p>	<p>LabTAG members are to check their contact information for accuracy and notify the WSLH of any changes.</p>
Review of WCLN Statement of Purpose:	<p>Members suggested modifying the WCLN Statement of Purpose document to include mention of the WCLN Listserver. Some discussion ensued as to the usefulness and necessity of the HAN. Not many members use the HAN. Pros for the use of the HAN are; it is a secure system, it is a means for sending laboratory alerts. We agreed to continue to encourage WCLN members to register on the HAN.</p> <p>Committee asked if we could post an updated list of WCLN members on the WSLH website.</p>	<p>WSLH will modify the WCLN statement of purpose to include references to the Listserver.</p> <p>WSLH to survey WCLN members for updated information and then post list of WCLN laboratory names/cities on the WSLH website. Contact information will not be posted on the WSLH website.</p>
Review of LabTAG Mission Statement:	<p>The committee suggested a few modifications to the LabTAG Mission Statement.</p> <p>Committee members agreed to allow WSLH to post their names and e-mail addresses on the WSLH website. It was also suggested that we post LabTAG meeting minutes to the WSLH website once they have been reviewed and accepted by members. Minutes will be posted as PDF or read only documents for protection. Announcement of posted minutes will be posted on the WCLN Listserver.</p>	<p>WSLH will modify the LabTAG objectives by:</p> <ul style="list-style-type: none"> ▪ Combining bullet points 4 and 5 under the objectives of LabTAG to read "Identify and address the technical, training and education needs of Wisconsin's clinical laboratories by identifying resources and training (e.g., teleconferences, workshops, written materials, etc.)." ▪ Add a statement to the expectations of LabTAG members section delineating 3 year commitment.

**Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009**

MEETING MINUTES

Item	Discussion	Next Steps & Responsible Party
		<ul style="list-style-type: none"> ▪ Move membership maintenance under "Operational Rule for LabTAG" section dropping the word "meetings". <p>WSLH will post LabTAB member names and e-mail addresses on WSLH website along with accepted LabTAG meeting minutes.</p>
Report from Exercise Planning Committee:	Carol reported that the committee had worked hard to develop a plan, but with the advent of 2009 Influenza A H1N1 virus the plan was placed in hiatus. Currently there are no plans to reconvene any further work on the exercise.	
Report from Training and Education Committee:	<p>Erin reported that she had received updates from committee members for the Continuing Education Resources document and that the WSLH would now revise the document and post the revised version on the WSLH website. Announcement of the availability of the revised version would be made on the WCLN Listserver and in a Lab Message.</p> <p>Mike reported that the committee had been busy working on training and education for the upcoming year. Working from a summary of suggestions from evaluations collected during the 2009 Regional Meetings the predominating suggested topics for training are: AST basics and updates, Molecular basics and applications for the lab, and emerging or endemic diseases in WI. The Training and Education committee set up a tentative teleconference schedule which Mike distributed.</p> <p>There was a lot of discussion among the group. Tom Novicki offered to present the lecture on Culture of Wound Specimens sometime in late spring, which would wrap up the series we started in January 2009 on culturing various types of specimens. Tom also offered to present a lecture on Lyme disease and other tick borne diseases in January. In addition Tom suggested Tom Fritsche and Tim Uphoff as possible presenters for AST and Molecular topics.</p>	<p>WSLH revise Continuing Education Resources document and post on website.</p> <p>Training and education will continue to advise and develop teleconference schedule.</p> <p>LabTAG would like to continue to work on further developing the AST workshop.</p> <p>Erin will send out poll time to Training and Education Committee members to set up additional meetings</p>

Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009

MEETING MINUTES

Item	Discussion	Next Steps & Responsible Party
	<p>All present felt that there was a need to hold another all day AST workshop in early spring preceded by two teleconferences on AST basics.</p> <ul style="list-style-type: none"> ▪ Teleconferences in Feb and March would cover drug classes, mode of action, spectrum of activity, mechanisms of resistance. Handouts from these teleconferences could be included in workshop folders. ▪ Workshop theme would emphasize antibiotic stewardship and the impact of laboratory results on patient safety with topics such as: when to use a drug and why, testing the right drugs for the bug, not reporting what shouldn't be reported, working with pharmacy to determine formularies. ▪ It was suggested to divide the day by gram negatives and gram positives and to use case studies during the workshop. ▪ Could invite an infectious disease physician and/or pharmacist to talk. ▪ Other items to discuss would be: MRSA, VRE, CLSI 2010 changes, KPCs, ESBLs, cascading and reporting, metallo B-lactams, hyper amps, clinda resistance, utilization of expert systems, when to do additional testing, cepham antibiotics to watch. ▪ Also suggested asking registrants to identify what system they use in registration, conduct possible breakout sessions for each of the automated systems: Vitek, MicroScan and Phoenix <p>Discussion regarding the need for a molecular workshop concluded that perhaps we could postpone the workshop and do a series of teleconferences covering:</p> <ul style="list-style-type: none"> ▪ 1.) Molecular basics ▪ 2.) Molecular applicability to lab testing with emphasis on issues for small labs ▪ 3.) Product/technology review ▪ 4.) Home brews 	

Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009

MEETING MINUTES

Item	Discussion	Next Steps & Responsible Party
	<ul style="list-style-type: none"> 5.) Developing a business plan – validation, verification, selling to administration. (This topic was also suggested as a possible topic for regional meetings.) 	
Report from Biosafety Committee	<p>Erin presented a draft document the biosafety committee had created to the group for review. The response was generally positive with a few suggestions for changes.</p> <ul style="list-style-type: none"> Change term Universal Precautions to Standard Precautions Change gram stain to Gram stain Include a special section on CJD There was a suggestion to split the document into two separate documents so that the total document wasn't too lengthy. Separate by task and facility/equipment. Create an organism specific appendix listing the risk group, transmission risk, infectious dose, etc. Further develop Appendix A 	<p>Erin will continue to make revisions to the document and work with the Biosafety committee to complete the document for distribution to labs this winter.</p> <p>Erin will send out poll times to Biosafety committee members to set up additional meetings.</p>
Major Accomplishments of the Past Year	<p>Carol reviewed the items that were accomplished in the past year because of LabTAGs support and guidance:</p> <ul style="list-style-type: none"> Continuing Education Resources Teleconferences and AST, Gram Stain and Molecular workshops BT-Testing Proficiency Exercises WCLN Listserver ELR/WLR <p>Carol commented on the improved communications she has noticed within the state in the past year.</p> <p>Erin shared the praise that she has heard from labs about the LabTAG projects.</p>	
Defining Goals for 2010:	<p>The following suggestions were put forth for Regional Meetings:</p> <ul style="list-style-type: none"> Schedule 2010 Regional Meetings for early September Invite labs to present outbreaks or case studies at their 	<p>WSLH will send out poll time to committee members for a recurrent date/time for future LabTAG teleconference calls.</p>

Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009

MEETING MINUTES

Item	Discussion	Next Steps & Responsible Party
	<p>regional meeting. Include representatives from lab, public health and infection control as "Anatomy of an Outbreak" panel. Ask each representative to explain what they do.</p> <ul style="list-style-type: none"> ▪ Present a case study in the form of a table top exercise. ▪ Designate a section of the meeting that is just for laboratories and dismiss public health and infection control if they aren't interested. ▪ Discuss limitations of automated identification systems. Review the purpose and importance of the use of spot tests. ▪ Minimize presentations and make meeting more interactive. ▪ Give a Packaging and Shipping presentation and/or exercise. <p>The following suggestions were put forth regarding workshops:</p> <ul style="list-style-type: none"> ▪ Host a spring AST workshop. ▪ Continue with summer Gram Stain workshop. ▪ Postpone molecular workshop to 2011 <p>Continue monthly/bimonthly committee teleconference calls.</p> <p>Plan an AST-PT exercise testing laboratories ability to detect various resistance mechanisms such as KPC detection.</p> <p>Finalize the Biosafety Risk Assessment document and distribute to laboratories.</p> <p>Complete and distribute updates to the bench guide, emergency response guide, packaging and shipping, etc.</p> <p>Develop a competency to certify/recertify labs in emergency preparedness – recognize, rule-out, refer.</p>	<p>WSLH will complete updates to bench guide, emergency response guide, etc. and distribute to labs.</p> <p>WSLH will complete and distribute biosafety risk assessment document.</p> <p>LabTAG will discuss AST-PT exercise at next meeting.</p>
Laboratory Message:	<p>The following were suggested:</p> <ul style="list-style-type: none"> ▪ Future laboratory messages include follow up information 	<p>WSLH will ask WCLN members for feedback on what should be included in laboratory messages.</p>

**Wisconsin Clinical Laboratory Technical Advisory Group (Lab TAG)
Annual Meeting
Ramada Stevens Point, Stevens Point, WI
October 13, 2009**

MEETING MINUTES

Item	Discussion	Next Steps & Responsible Party
	<p>on outbreaks.</p> <ul style="list-style-type: none">▪ Ask members what information they want included in laboratory messages. <p>The WSLH invited LabTAG members to contribute articles, etc. to the laboratory message.</p>	
Shipping and Notification Exercise:	<p>Suggested possibilities for an exercise are:</p> <ul style="list-style-type: none">▪ Notification only▪ Notification and shipping▪ Review who ships specimens now to WSLH and check for correct shipping, or target shipping exercise to labs that don't currently send specimens to WSLH.▪ Rotate shipping to labs that participate in BT-PT assigning a few labs each time to ship specimens to WSLH as part of the exercise.▪ Could use exercise participation as requirement for "certification/recertification" as an inducement to participate.	

**Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
August 11, 2009, 9:00 a.m. – 10:00 a.m.**

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7
Sharon Dietzler, Riverview Hospital, Wisconsin Rapids/HRSA Region 2
Thomas Novicki, Marshfield Laboratories, Marshfield/representative at large

Absent:

Michael Costello, ACL, West Allis and Illinois/representative at large
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Keith Wendlandt, Door County Memorial Hospital, Sturgeon Bay/HRSA Region 3

WSLH Representatives Attending:

Carol Kirk, Audrey Prieve, Dave Warshauer

DISCUSSION TOPICS

I. Updates

- Regional Meeting Update
 - So far, we have 22-30 people registered per site.
- Statewide Molecular Meeting
 - 35 people registered from a wide variety of sites
- Listserver
 - More than 100 members on the listserver currently; it continues to grow slowly.
- Committee Updates
 - Training and Education Committee
 - An email reminder was sent to committee members of their assignments in updating the Continuing Education Resource document
 - Biosafety Committee
 - The Biosafety Committee has resumed meetings and is developing a very useful document.
 - Exercise Planning Committee
 - This committee has not resumed meeting, pending Carol's completion of some reports.
- Membership recruitment update
 - Carol reported that had recruited two people for the open positions:
 - Erik Munson of Wheaton Franciscan, Wauwatosa for the at-large position
 - Cindy Karcz-Miller of Aspirus Wausau, Wausau for the Region 2 position
 - Carol is planning to recruit Mike Helgesen of Holy Family Hospital, Manitowoc for the Region 3 position.
 - There was only positive feedback from the group.
 - Discussion of missing the group with members who are leaving, and mechanisms to stay in touch/involved.

II. What Next? How should we move forward?

- Carol mentioned that WSLH is looking at possible alternative teleconference providers and the addition of webinar capabilities.
 - Discussion followed in favor of archiving events, adding webinar capability (when it works well), need for longer lead time for teleconference announcements
 - Group was notified that they might be contacted as we try out different providers, so that people from outside the WSLH can provide feedback.
- Group decided:
 - There is no need for a meeting in September or early October.
 - Our next meeting will be the in-person meeting in October, possibly late October; probable location will be central Wisconsin.
 - Group will provide suggestions for agenda topics; Carol will provide email reminders.
 - All agreed that this has been a highly unusual year.

Wisconsin Clinical Laboratory Technical Advisory Group - Conference Call
June 16, 2009, 9:00 a.m. – 10:00 a.m.

MEETING MINUTES

Clinical Laboratory Representatives Attending:

Carol Cantlon, Franciscan Skemp Healthcare, LaCrosse/ Region 4
Michael Costello, ACL, West Allis and Illinois/representative at large
Richard Dern, St. Mary's Medical Center, Madison/HRSA Region 5
Mary Dikeman, Affinity Health System-St. Elizabeth Hospital, Appleton/HRSA Region 6
Mary Smith, St. Croix Regional Medical Center, St. Croix Falls/HRSA Region 1
Sharon Dietzler, Riverview Hospital, Wisconsin Rapids/HRSA Region 2
Thomas Novicki, Marshfield Laboratories, Marshfield/representative at large

Absent:

Keith Wendlandt, Door County Memorial Hospital, Sturgeon Bay/HRSA Region 3
Ray Podzorski, Waukesha Memorial Hospital, Waukesha/HRSA Region 7

WSLH Representatives Attending:

Carol Kirk, Erin Bowles

DISCUSSION TOPICS

I. Regional Meeting Update

- **Regional WCLN Meetings:** Regional meetings which were scheduled for May, 2009, but cancelled due to the novel influenza A(H1N1) outbreak, are now being rescheduled. At this time, plans are to hold 4 regional meetings during September, 2009.
 - Members felt it would be good to present/discuss use of rapid influenza tests at the regional meetings, also include additional information in the fall mailing and at the website. Emphasize PPV and NPV in interpreting rapid test results.
 - Members also felt it would still be worthwhile to work on individual pandemic plans since labs may need to make changes to change existing plans based on what did and didn't work well with the H1 (swinelike) outbreak.
- **Statewide Molecular Meeting:** In addition to the regional meetings, WSLH is planning to conduct a statewide meeting for clinical microbiology laboratories related to molecular diagnostics. Agenda and location are not yet finalized.
 - Members were largely supportive of this meeting; some members believe this meeting could be very well-attended, with many smaller laboratories interested.

II. Committee Updates:

- **Training and Education Committee:**
 - Training and Education Committee members had agreed to update the Continuing Education Resource, but that is not due until August/September.
- **Biosafety Committee:**
 - Biosafety Committee has been on hold due to the novel influenza A(H1N1) outbreak.
- **Exercise Planning Committee:**
 - Exercise Planning Committee has been on hold due to the novel influenza A(H1N1) outbreak. There is some question as to whether it is necessary to conduct an exercise or if we should just collect information from the outbreak. Others mentioned that some areas of the state really were not heavily affected by the outbreak, so an exercise would be appropriate.

III. Listserver Feedback from members

- **Listserver:** Member feedback was generally favorable; the listserver had nearly 100 members at the time of the meeting.

IV. Membership recruitment update

- Carol reported that we have not had any real response to the request for volunteer members. WSLH will re-announce the “opportunities” in the next lab message and will send a letter to each of the labs.

V. How should we move forward?

- Members agreed that we would not meet in July; our next meeting will be in August.

Next LabTAG Conference Call Meeting: Tuesday, August 11, 2009 at 9:00 a.m. – 10:00 a.m.