SCACM Workshops,
Wednesday, March 21, 2012

Fungi Can Be Fun; Just Get to Know Them ***8:30 am-4:30 pm***

Minimum: 10 Maximum: 50
Davise H. Larone, PhD, D(ABMM), F(AAM)
Cornell University, New York, NY

Brief description of presentation:
The aim of this PowerPoint presentation is to arm the participants with knowledge and understanding that will increase their comfort and enjoyment in the mycology lab. Most aspects of clinical mycology will be covered. Included will be mycologic terminology, staining methods, direct microscopic examination of specimens, and new up-to-date information on isolation, identification, nomenclature, and susceptibility testing. The pertinent identifying characteristics of the individual fungi in each of the major groups will be discussed. It will be a long full day, but the time will fly.

OBJECTIVES:
1. Comprehend and utilize the unique terminology employed in mycology
2. Perform and interpret direct microscopic examination of specimens for fungi
3. Employ preferred laboratory methods for isolating and identifying fungi
4. Describe the various methods for antifungal susceptibility testing
5. Recognize morphologic characteristics of cultured fungi
6. Identify a broad range of clinically encountered fungi and apply up-to-date nomenclature.

Exploring Your Computer's EASY Button ***8:30 am—4:00 pm***

Minimum: 10 Maximum: 20
Joy Graff, TriHealth Laboratories, Bethesda-Oak

Level: Intermediate, Laptop computer required
Contact Hours: 6.0

Summary: Hand's on exploration of your existing computer tools to learn how to REALLY use them. Find easy, novel ways to improve your processes, save some money and help you free up TONS of your time!
Level: Intermediate

Objectives:
This **HAND's ON Workshop** will enable participants to:

1. Network with fellow clinical microbiologists to
    a. explore how we are using our PC's and the internet in our Microbiology laboratories
    b. discuss applications that we are using to record, review, analyze and present our lab's information for tasks other than Microbiology testing such as
        i. "Talk" to each other and maintain records of meetings/deadlines, e.g., Microsoft Outlook- emails, calendar-meetings, reminders, etc.
        ii. Documents, e.g., Microsoft Word
        iii. Record and review data, e.g., Microsoft Excel and/or Access
2. Review some things we may have forgotten or never knew our PC's can do for us:
    a. Quickly find our lab information (File Management, shortcuts, hyperlinks, etc.)
    b. Quickly analyze our lab information (Excel formulas for more than math, auto-filters, Excel Pivot tables, etc.)
3. Look at some additional things (GoogleDocs, SurveyMonkey, Checkbox, etc.) that our PC's can do and some are free:
    a. gather our lab information
    b. analyze our lab information
    c. share our lab information
4. Apply all of the above to attendee real-life situations to help make it easier and faster to
    a. free up our busy schedules
    b. improve our information analysis
    c. allow us to share valuable information

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Wednesday, March 21, 2012

So what exactly might I take away from this "Exploring Your Computer's EASY Button" workshop??

I've tried to put together some snapshots of things I'd like to show you during this workshop.
Go ahead and review the next few pages now to see some of what I'm offering to teach you.

I hope that you'll understand my examples and recognize from my listed "outcomes" why I was eager to share my discoveries with others in my same shoes. That is, those of us working in clinical microbiology labs with so little time and so much to do.

Some of you may be able to create or have already created similar tools as you see in my examples.

Others of you may be blessed to have someone in your lab with the resources to create even better tools than what you see here. In fact, I actually have people within my organization that have shown me more resources and yet, I still find uses for those that I have shown you here because they allow me complete control of when and where I use them.

Therefore, I would REALLY encourage EVERYONE that has any interest in making things easier for their labs and themselves using their existing computers, to come to this workshop and share ideas!

It wasn't until I became an active member of SCACM in the early 90's that I learned ANY of this and I am so much happier at work because of it!

I will guarantee that at the end of our workshop, we will ALL have learned something from our experience that we can immediately take back to our labs and apply.

Thanks again for taking the time to see if this SCACM workshop is calling your name. ☺

Joy Graff
Fellow Clinical Microbiologist
Fellow Supervisor of other GREAT Clinical Microbiologists
SCACM Interest Group Coordinator- Management, Supervision, QA and Computers

SCACM Workshops,
Wednesday, March 21, 2012

Sample 1: Schedule-Planning Form

Intended Use:

Allow 20+ college student employees to submit a "dream work-schedule" that pairs well with their current college courses. Students submit quarterly requests using this form https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dG93bllIUjV2UU81YnBITWxqQWtQWlE6MA#gid=0

Once our form-submission deadline has passed, we generate the views below from the "Excel-like" spreadsheet that the form produces. These examples show Wednesday shifts available in our various labs. These can be "filtered" by the "Yes" or "Maybe" responses to try to give every student his/her "dream" shifts for every day of the week.

Preferred

Name	P [PWO 8a-12p]	P [PWG 8a-12]	P [PWN 8a-12p]	P [PWO 12p-4p]	P [PWG 12p-4p]	P [PWN 12p-3p]	P [PWO 4p-8p]	P [PWG 4p-9p]	P [PWN 3p-9p]	P [PWO 7p-11p]
AA	No	No	No	No	No	No	No	No	No	No
AC	No	No	No	No	No	No	No	No	No	No
CMB	No	No	No	No	No	No	No	Yes	No	No
CS	Yes	Maybe	Maybe	Yes	Maybe	Maybe	Yes	Maybe	Maybe	No
EE	No	No	No	No	No	No	No	Maybe	No	No
EP	No	Yes	No	No	Yes	No	No	No	No	No
EP	No	Yes	No	No	Yes	No	No	Yes	No	No
JM2	No	No	No	No	No	No	Yes	No	No	Yes
JO	Yes	No	No	Yes	No	No	No	No	No	No
JW	No	No	Yes	No	No	Yes	No	No	Yes	No
KM	Yes	No	Yes	Yes	No	Yes	No	No	No	No
LM	Maybe	Maybe	No	Maybe	Maybe	No	Yes	Yes	No	Yes
MB	No	No	No	No	No	No	Yes	No	No	Yes
MH	No	No	No	No	No	No	No	No	No	No
MW	No	No	No	No	No	Yes	No	No	Yes	No
RY	No	No	No	No	No	No	No	No	No	No
SNR	No	No	No	No	No	No	No	No	No	No
TH	No	No	No	No	Maybe	Yes	No	Maybe	Yes	No

COULD Work

Name	C [WO 8a-12p]	C [WG 8a-12p]	C [WN 8a-12p]	C [WO 12p-4p]	C [WG 12p-4p]	C [WN 12p-3p]	C [WO 4p-8p]	C [WG 4p-9p]	C [WN 3p-9p]	C [WO 7p-11p]
AA	No	No	No	No	No	No	No	No	No	No
AC	No	No	No	No	No	No	No	No	No	No
CMB	No	No	No	No	No	No	Yes	Yes	No	No
CS	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
EE	No	No	No	No	No	No	No	Maybe	No	Maybe
EP	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
EP	Yes	Yes	No	Yes	Yes	No	Yes	Yes	No	Yes
JM2	No	No	No	No	No	No	Yes	Yes	Yes	Yes
JO	Yes	No	No	Yes	No	No	No	No	No	No
JW	Maybe	No	Yes	Maybe	No	Yes	No	No	No	No
KM	Yes	Maybe	Yes	Yes	Maybe	Yes	Maybe	Maybe	Maybe	No
LM	Maybe	Maybe	No	Maybe	Maybe	No	Yes	Yes	No	Yes
MB	No	No	No	No	No	No	Yes	No	No	Yes
MH	No	No	No	No	No	No	No	No	No	No
MW	No	No	No	No	Yes	No	Yes	No	Yes	Yes
RY	No	No	No	No	No	No	No	No	No	No
SNR	No	No	No	No	No	No	No	No	No	No
TH	No	No	No	No	Yes	Yes	No	Yes	Yes	No

Outcome:

This form and subsequent spreadsheets that the form produces allows us to create a schedule that meets more students' needs in MUCH less time! Plus, these sheets can be used throughout the school quarter for the students to find their own switches for their scheduled shifts! Win-Win!

SCACM Workshops,
Wednesday, March 21, 2012

Sample 2: Meeting-Planning Form

Intended Use:

Not everyone in our lab has an on-line calendar or email, but all have access to a PC with internet. Therefore, we created a "meeting" planning form where each person could provide his/her availability: https://docs.google.com/spreadsheet/viewform?hl=en_US&formkey=dDhFZjZ2a2ZEb21TTjZhU0tUck4xV1E6MA#gid=0

Once everyone has submitted their availability, we grab the spreadsheet of their results that the form made for us and quickly find the day/timeframe that works best for the group:

	A	B	C	D	E	F	G
1	Timestamp	AttendeeNam	Tues Mar 29	Wed Mar 30	Thur Mar 31	Mon Apr 4	Wed Apr 6
2	3/17/2011 15:11:49	Graff, Joy	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00, sometime 12:00 to 16:00	sometime 8:00 to 12:00, sometime 12:00 to 15:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00
3	3/17/2011 15:38:35	Bolten, David	sometime 12:00 to 17:00	sometime 12:00 to 16:00	sometime 12:00 to 15:00	sometime 12:00 to 17:00	sometime 12:00 to 17:00
4	3/17/2011 16:06:15	Gray, Larry	sometime 8:00 to 12:00	sometime 8:00 to 12:00	sometime 8:00 to 12:00	sometime 8:00 to 12:00	sometime 8:00 to 12:00
5	3/17/2011 16:35:48	Wietmarschen, Kathleen	sometime 8:00 to 12:00	sometime 8:00 to 12:00, sometime 12:00 to 16:00	sometime 8:00 to 12:00, sometime 12:00 to 15:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00
6	3/18/2011 7:12:43	Pelzel, Betsy	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00, sometime 12:00 to 16:00		sometime 8:00 to 12:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00
7	3/18/2011 8:25:39	Augusterfer, Val	sometime 8:00 to 12:00, sometime 12:00 to 17:00		sometime 8:00 to 12:00, sometime 12:00 to 15:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 12:00 to 17:00
8	3/18/2011 11:14:28	Select	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00	sometime 8:00 to 12:00	sometime 8:00 to 12:00	sometime 12:00 to 17:00
9	3/21/2011 9:40:28	Henderson, Karen	sometime 8:00 to 12:00, sometime 12:00 to 17:00		sometime 8:00 to 12:00, sometime 12:00 to 15:00	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 12:00 to 17:00
10	3/21/2011 15:45:05	Brokamp, Betsy	sometime 8:00 to 12:00, sometime 12:00 to 17:00	sometime 8:00 to 12:00, sometime 12:00 to 16:00	sometime 8:00 to 12:00, sometime 12:00 to 15:00		sometime 8:00 to 12:00, sometime 12:00 to 17:00

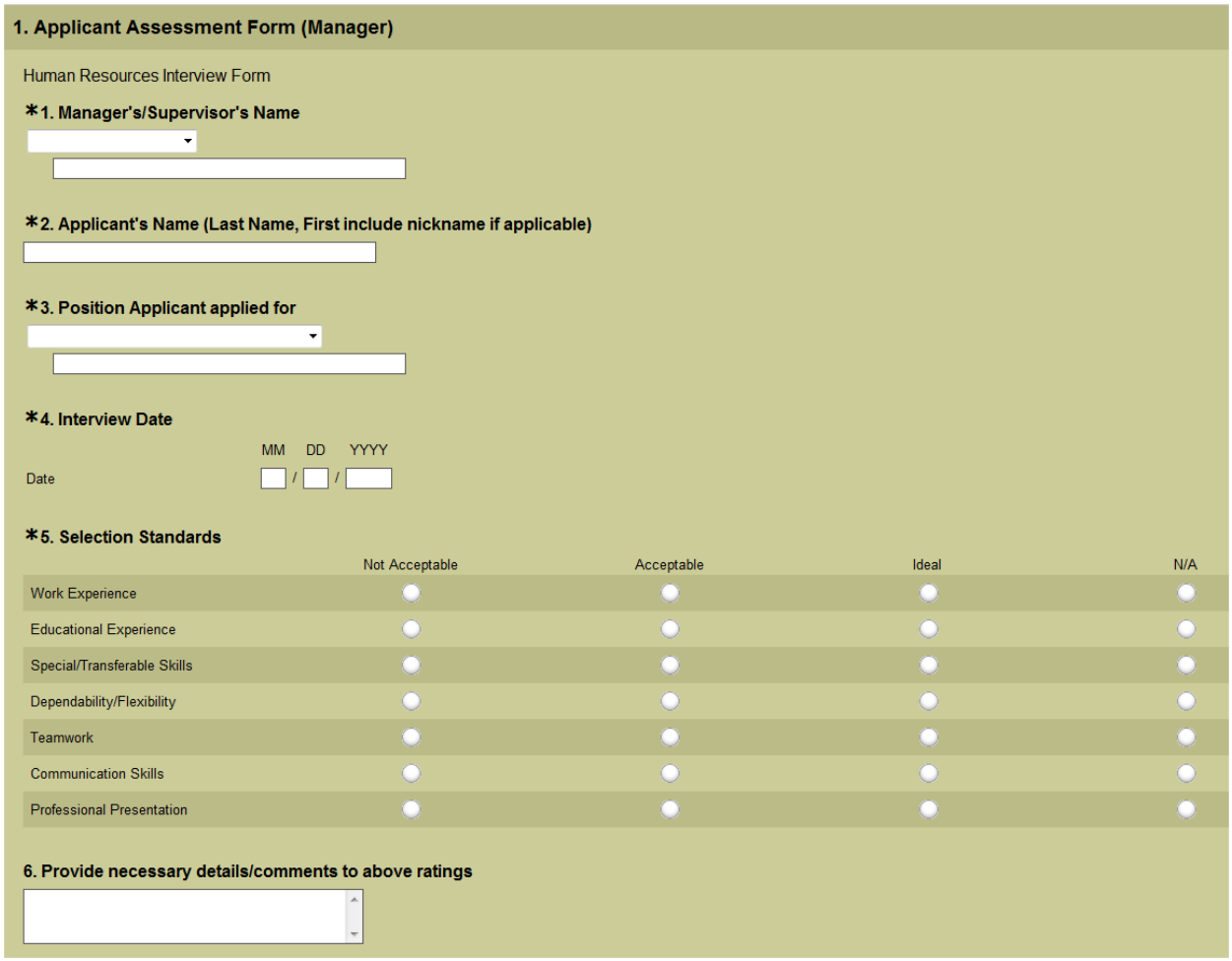
Outcome: We can quickly plan meetings with anyone and even find best days/times for our lab parties! Plus, you can email this link and people can fill in their availability from any PC and even from home. Win-Win!

SCACM Workshops,
Wednesday, March 21, 2012

Sample 3: Applicant Assessment Form

Intended Use:

When we interview applicants for our lab positions, we must be consistent in reviewing their qualifications. Therefore, our Human Resources department gives us this form to complete. Instead of filling out the paper form, you can fill out this form and create an electronic copy to save and email. The electronic form looks like this:



1. Applicant Assessment Form (Manager)

Human Resources Interview Form

*1. Manager's/Supervisor's Name

*2. Applicant's Name (Last Name, First include nickname if applicable)

*3. Position Applicant applied for

*4. Interview Date

Date MM / DD / YYYY

*5. Selection Standards

	Not Acceptable	Acceptable	Ideal	N/A
Work Experience				
Educational Experience				
Special/Transferable Skills				
Dependability/Flexibility				
Teamwork				
Communication Skills				
Professional Presentation				

6. Provide necessary details/comments to above ratings

Outcome:

Consistency, ease-of-use, and bonus of being able to forward it to other lab supervisors/managers when a candidate looks to be a better fit for another position.

You can review the data in a nice report format that emails well (*please ignore all my typos*), like this view below:

SCACM Workshops,
Wednesday, March 21, 2012

1. Manager's/Supervisor's Name

Graff, Joy

2. Applicant's Name (Last Name, First include nickname if applicable)

Miller, Carla

3. Position Applicant applied for

Microbiology- Med Tech/ MLT (CM3

4. Interview Date

Date - 11/16/2011

5. Selection Standards

	Not Acceptable (1)	Acceptable (2)	Ideal (3)	N/A (0)
Work Experience		X		
Educational Experience			X	
Special/Transferable Skills			X	
Dependability/Flexibility			X	
Teamwork			X	
Communication Skills			X	
Professional Presentation			X	

6. Provide necessary details/comments to above ratings

Carla is an Internal Transfer applicant from our GSH laboratory. Carla recently completed her Microbiology internship with us while pursuing her Bachelors degree in Medical Technology. Durin her internship, Carla showed excellent potential as a microbiologist and meet the "recent schooling" preferred criteria. Carla also brings great maturity, lab experience, and since working Optional at GSH, we can work together to allow Carla to help cover shifts in both of our lab areas.

7. Summary

	Not Acceptable (1)	Acceptable (2)	Ideal (3)
Overall Rating			X

Other (please specify): We have offered Carla this position and she accepted. We are in the process of submitting a PA form change-request to move Dave Bolten's cost center to a Secondary OPT and our SPT to Primary.

You can also take a bunch of the forms and review them all at one time in a spreadsheet format like earlier samples showed above.

You will also find that you can use this mechanism for data that you hear yourself saying/thinking, “I gather this same info all the time and have been asked to share it time and time again” and you’ll love yourself for taking the time to make it SOOOOO much easier for yourself and your coworkers!

SCACM Workshops,
Wednesday, March 21, 2012

Sample 4: Training and Competency Testing Form

Intended Use:

Allow us to customize electronic quizzes for staff training/competency documentation.

Here's an example of one question on a quiz that asked staff to locate patient identifiers on our plating labels. We deployed this the day we designed a label-change and asked everyone to take the quiz so we could see how our new design might work in real-life:

Outcome:

Rapid deployment of quizzes for review of procedure/process changes that can practically grade themselves! Forms create spreadsheets of responses where we can quickly spot incorrect responses. Can be used for TONS of different items in our laboratory and we are in complete control of what's on them and when they are available. Plus we can show our inspectors the spreadsheet that clearly indicates the date when the quiz was completed. They can match that with the date on our procedure/process change and see that everyone knew what was going on BEFORE we implemented the change!