

PROCEDURE

Corewell Health East - Daily Responsibilities in Microbiology / Serology - Taylor

This Procedure is Applicable to the following Corewell Health sites:
Corewell Health Taylor Hospital

Applicability Limited to:	N/A
Reference #:	33432
Version #:	2
Effective Date:	09/18/2025
Functional Area:	Clinical Operations, Laboratory
Lab Department Area:	Lab - Microbiology

1. Principle

For purposes of efficiency, quality and safety, daily responsibilities have been listed for technical staff covering the Microbiology/Serology area. In addition, tasks assigned to particular shifts are included.

2. Responsibility

Personnel who have completed the competency requirements will perform these tasks.

3. Definitions

- A. LIS: Laboratory Information System
- B. QC: Quality Control
- C. CAP: College of American Pathologists
- D. PCR: Polymerase Chain Reaction
- E. HIV: Human Immunodeficiency Virus
- F. Mono: Mononucleosis
- G. c. Difficile: Clostridium difficile

4. Expectations:

- A. Process patient specimens, recording work performed in the LIS or on downtime forms, and calling notification values.
- B. Perform and record QC as required for each procedure.
- C. Refer to procedure manual when in doubt about a policy or procedure.
- D. Wear gloves and lab coat in accordance with [Laboratory Personal Protective Measures](#).
- E. Participate in CAP surveys and competency testing.
- F. Document new reagent lots and perform QC when required.
- G. Perform troubleshooting as necessary.
- H. Replenish supplies and initiate order process if necessary.
- I. Participate in correlation studies of new controls or methodologies.
- J. Train staff and teach students.
- K. Prepare samples for sending to reference labs or other hospitals.
- L. Comply with laboratory policies. Keep aware of changes and updates.

Entities will reference associated Documentation contained within this document as applicable
Printouts of this document may be out of date and should be considered uncontrolled.

5. Procedure

A. Midnight Shift

1. Process all Strep A, PCR testing, Rapid HIV, Occult Blood, c. difficile and Mono specimens.
2. Check dates on all kit boxes and check for need of 30 day QC. Document on appropriate log sheet.
3. Perform any QC as necessary.
4. Refill ethanol and bleach bottles as necessary.

B. Day Shift

1. Process all Strep A, PCR testing, Rapid HIV, Occult Blood, c. difficile and Mono specimens.
2. Perform any QC as necessary.
3. Refill ethanol and bleach bottles as necessary.

C. Afternoon Shift

1. Process all Strep A, PCR testing, Rapid HIV, Occult Blood, c. difficile and Mono specimens.
2. Perform any QC as necessary.
3. Perform, Daily, Weekly, and Monthly Cepheid Instrument maintenance.
4. Refill ethanol and bleach bottles as necessary.

6. Revisions

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

7. Procedure Development and Approval

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8. Keywords

Not Set