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| **Taxonomic Changes** |
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| **Purpose** | This policy provides instruction for incorporating taxonomic changes for infectious disease testing and reporting. This function of the laboratory is essential as taxonomic changes may potentially affect the choice of appropriate antimicrobials to report and/or the interpretative breakpoints to use. This policy ensures compliance with the CAP regulation COM.11375.[1]  |
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| **Frequency** | 1. Changes are to be performed in real-time as appropriate:
	1. Notice of changes upon instrument software updates
	2. Notice of changes deemed immediately necessary by Technical Director
2. An annual review of all reportable organisms is to be performed by departmental staff
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| **Procedure A:****Real-time Changes** | 1. Refer to MCVI 1.7f1 Taxonomic Change Form for guidance:
	1. Fill form out and submit form to the Technical Director
	2. Technical director is to review, notify Medical Staff and pass form to LIS department for the completion of updates
 |
|  | 1. Upon completion of updates file documents in the Taxonomy Binder:
	1. Taxonomic Change Form
	2. Copy of the Medical Staff notification
 |
|  | 1. Ensure completion of MCVI 1.7.f2 Taxonomic Changes and Annual Review Log
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| **Procedure B:****Annual Review of Reportable Organisms** | 1. Search for updates on reportable bacteria and mycobacteria:[2]
	1. https://www.dsmz.de/bacterial-diversity/prokaryotic-nomenclature-up-to-date.html
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|  | 1. Search for updates on reportable parasites:[3]
	1. https://www.cdc.gov/dpdx/az.html
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|  | 1. Search for updates on reportable viruses:[4]
	1. https://talk.ictvonline.org/taxonomy/
 |
|  | 1. Search for updates on reportable yeast and fungi:
	1. <https://mycology.adelaide.edu.au/>
	2. <https://drfungus.org/>
 |
|  | 1. Review previous name changes:
	1. Remove parentheses with old name after 1 year
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|  | 1. Refer to MCVI 1.7f1 Taxonomic Change Form for guidance:
	1. Fill form out appropriately and submit form to the Technical Director
	2. Technical director is to review, notify Medical Staff and pass form to the LIS department for the completion of updates
 |
|  | 1. Upon completion of changes file:
	1. Taxonomic Change Form
	2. A copy of the Medical Staff notification in the Taxonomic Change Binder
 |
|  | 1. Mark completion of the task on the Taxonomic Changes Annual Review Log
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| **Procedural Limitations/Notes** | * Taxonomic nomenclature is not valid until published in the International Journal of Systematic & Evolutionary Microbiology (IJSEM).
* For laboratories participating in the CAP’s proficiency programs for microbiology, the “Participant Summary Report Final Critique” is a good source of information as the Microbiology Resource Committee provides periodic updates in taxonomy through educational challenges.
* Additional information for specific specialties may be found on-line using web sites, such as the following:

For bacteriology<http://www.bacterio.net/-classification.html><http://www.zipcodezoo.com><http://enews.patricbrc.org/>For mycology:<http://mycobank.org><http://www.fungaltaxonomy.org> |
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| **Record retention** |

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| **Document** | **Retention time** |
| Taxonomic Change Form | 2 years |
| Technical Director Medical Staff Notification | 2 years |

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| **References** | 1. CAP. **Microbiology Checklist**. In. Northfield, IL: College of American Pathologists; 2017.2. **Prokaryotic Nomenclature Up-to-date**. In: Leibniz Institute DSMZ-German Collection of Microorganisms and Cell Cultures, Germany, Prokaryotic Nomenclature Up-to-date.3. **DPDx - Laboratory Identification of Parasites of Public Health Concern**. In: Centers for Disease Control and Prevention.4. **Taxonomy**. In: International Committee on Taxonomy of Viruses (ICTV). |
| **Historical Record** |  |  |  |  |
|  | **Version** | **Written/Revised by:** | **Effective Date:** | **Summary of Revisions** |
| 1 | J. Laramie |  | Initial Version |