

DAILY SETUPS DUTIES

In addition to the routine setups duties the following must be performed EVERY day.

1. SET UP Samples as they come in

- Process all **STAT** (Priority 1) specimens first.
- **STAT** gram stains must be processed, stained, air dried and given to a tech **IMMEDIATELY**.
- Label all plates, swabs, specimens, Etc. according to Micro specimen set up procedure (refer to “The Micro Bible” set ups procedure manual located on the specimen set ups bench).
- Blood cultures must be placed in BacT Alert within 30 minutes of being received.
- Put all processed cultures in the correct incubator/fridge according to the test code and type of specimen.
- Culture-if-indicated urine specimens must be ordered and processed within 30 minutes of being received. If received unpreserved, refrigerate if unable to process within 15 minutes.

2. EMPTY CUPBOARDS

- Dispose of 6 day old plates. **Example:** if it is Saturday you will dump the Sunday shelf. If it is Sunday you will dump the Monday shelf.

3. ENTER DAILY QC

- Using function **MQCE** , enter the daily Bench Cleaning, ANA Jar Indicator, Campy Jar Indicator and the East/West Hood air flow gauges.

4. PERFORM PHOENIX QC

- Full QC on Phoenix machines #1, #2, #3 and both Auto Preps.
- Don't forget to **RECORD** all the info in EpiCenter.

5. BAKE CATALYSTS

- Bake for 2 hours minimum.
- Make sure you turn the oven OFF when you are done. Open the door and wait 15 minutes before removing baked catalysts.
CAUTION: The oven gets **VERY HOT** and will burn you. Use the Oven gloves for removing baked catalysts they are located next to the Anoxomat.

6. CLEAN CENTRIFUGES

- Clean **BOTH** large centrifuges located in the set ups area and the smaller OP centrifuge located in the OP hood.
- Initial the centrifuge cleaning log for each when you are finished.

7. CHECK CURMY(S)

- Sub any positive (**PINK**) Curmy(s) to an A8 agar plate (lawn-rotate 3 times).
- Documents on the Curmy Log the date, time, day of the week that you subbed the positive Curmy.
- Make sure you write a + sign on the Curmy sticker label to indicate that the Curmy (A8 agar plate) you subbed is positive.
- Tape the A8 agar plate with the Fungus Tape –located next to the “Itchy” Inoculab streaker.

- Put the **TAPED** Curmy plate into the correct plastic tub (labeled 10B Positives) located in the Curmy CO2 incubator. Make sure that you seal **ONLY** 3 corners of the plastic tub and that the paper towel inside is moist with water.
- Put the positive 10B vial in the Specimen Storage fridge in the Pos 10B vial rack.

8. CLEAN AND STOCK SETUP AREA

- Wipe down all counters, phones, keyboards, mice, hoods, Etc. with either 10% Bleach solution or Sani-Cloths.
- Empty full or overflowing biohazard dump buckets.
- Stock the drawers and bench area for both sides of setups.
- Stock setups supplies inside **BOTH** hoods.
- Retrieve any supplies needed from Dry Storage. Examples: funnels, blue/white spill pads, pens/pencils, notepads, alcohol wipes, Etc.

9. STOCK 2 DOOR FRIDGE MEDIA

- The media fridge in the set up area and the fridge by the Blood bench need to be **FULL** before the **end** of your shift on both Saturday and Sunday and on Friday and Monday when June is gone!!

10. CLEAN AND STOCK OP HOOD

- Restock all supplies in the OP hood. Example: red caps, 15ml conical tubes, gauze, funnels, wood sticks.
- Reagent bottles need to be wiped down and refilled. Wipe down using either Bleach or Sani-Cloth. Example: ethyl acetate, 10% formalin and NACL.
- Change blue/white spill pads and paper towels. Extra pads are located above the gram stain sink in set ups.
- Change staining reagents in glass jars. Clean jars and fill with fresh reagent.
- Neutralize and empty stool liquid waste bucket as needed (neutralizer located below Cytospin centrifuge, must wait 15 minutes min before dumping). This needs to be dumped in the reagent prep room. New buckets/lids are also located in the prep room.
- Wipe down **ENTIRE** hood and back splash wall with either 10% bleach solution or Sani-Cloths.

11. CONCENTRATE AFB SPECIMENS-NO LATER THAN 12:30pm ON SUNDAY!!!

- Slides must remain on the hot plate dryer under the AFB digestion hood for a **MINIMUM** of **2 HOURS** before staining them.
- AFB stains must be stained along with Pos/Neg QC slides (following AFB stain procedure) and given promptly to a day shift setups tech for reading.

12. CHECK THE CRM LOG for updates and/or resolution to cases. Create cases as necessary.

WHEN ALL TASKS ARE COMPLETED REFER TO THE DOWNTIME DUTIES LIST FOR IDEAS ON HOW TO USE YOUR FREE TIME PRODUCTIVELY.