

### 1.0 Purpose

This procedure provides guidelines for processing and managing Microbiology samples during a computer downtime. The downtime materials are kept next to the PAML setup area. During an unscheduled downtime, routine samples are held for one hour before starting the downtime procedure. STAT specimens will be processed and results are called immediately.

### 2.0 Procedure

#### 2.1 Specimens Tracked from PAML

1. Unload one batch at a time.
2. Check to make sure that every specimen is present.
  - Initial batch sheet when every specimen is accounted for.
  - Set aside each batch sheet.
3. Write each accession number, first and last name, test, and source on the tracked specimen downtime log.
4. Set up each specimen according to the setup procedure, handwriting the accession number on each plate, tube, and slide.
  - Incubate plates and tubes according to Microbiology Specimen Processing Procedure.
5. Read direct testing (i.e. Gram stains, O/Ps, PCRs, etc) and record results on downtime log.
  - Initial next to results on log.
  - Call STAT results to clinician.
  - File slides and specimens in appropriate containers.
6. When computer comes back up
  - Track the batches in as a whole batch from the batch sheet.  
\*Note: batch tracking permitted only during downtime.
  - A tech enters the results from the downtime log, putting the internal comment "DT" and the initials of the person who recorded each result.

## 2.2 Specimens on Requisitions from PAML

1. Match each specimen to its respective requisition.
2. Using one number label per test, label the PAML requisition specimen downtime log, requisition, specimen, and plates/slides/tubes for the test.
  - For each test, also write the first and last name, birthday or other 2<sup>nd</sup> identifier, test and source on the downtime log.

\*Note: each test must have its own number, even if there are multiple tests ordered per specimen

  - Incubate plates and tubes according to Microbiology Specimen Processing Procedure, in a separate stack, in order received.
3. Number each downtime log page as 1, 2, 3, etc.
4. Save specimens in red downtime bins in order received.
5. Set aside requisitions in order received.
6. Read direct exams and record results on downtime log next to corresponding number.
  - Initial next to results on log. Call STAT results to clinician.
  - File slides in order according to downtime number.
  - Place finished specimens in order with other specimens.
  - Keep resulted downtime logs in order.
7. When computer comes back up:
  - Order tests from requisitions in order from first received to last.
  - When labels print, label requisition with accession number.
    - Match downtime sticker number on each requisition to the assigned accession number.
    - Label downtime log with matching accession numbers.
    - Label each specimen, plate, slide and tube with the appropriate accession number.
  - A tech enters the result from the downtime log, putting the internal comment "DT" and the initials of the person who recorded each result.

## 2.3 Specimens from Sacred Heart

1. Match specimens to flimsy to hard card (each specimen must be received with written or computer orders).
2. Using one number label per test, label the Sacred Heart specimen downtime log, flimsy or hard card, specimen, and appropriate plates/slides/tubes for that test.
  - For each test, also write the first and last name, hospital number, test and source on the downtime log.
  - Incubate plates and tubes according to setup procedure, in a separate stack, in order received.
  - Number each downtime log as SH1, SH2, SH3, etc.
3. Save specimens in red downtime bins in order received.
4. Set aside flimsies and hard cards in order received.
5. Read direct exams and record results on downtime log next to corresponding number.
  - Initial next to results on log.
  - Call STAT results (check with hospital operator if location unknown).
  - File slides in order according to downtime sticker number.
  - Place finished specimens in order received.
  - Keep resulted downtime logs in order.
6. When computer comes back up:
  - Receive or order tests from flimsy or hard card in order received.
  - When labels print, label flimsy or hard card with accession number.
    - Match downtime sticker on each flimsy to the assigned accession number.
    - Label the downtime log with the matching accession number.
    - Label each specimen, plate, slide, and tube with the appropriate accession number.

- A tech enters the results from the downtime log, putting the internal comment “DT” and the initials of the person who recorded each result.

## **2.4 Blood Culture Bottles**

1. If bottle is not tracked:
  - Using one number label per set, label the blood bottle downtime log, requisition or flimsy, and bottles in that set.
  - For each set, write the first and last name, birthday or ID, bottles received (i.e. Aer/Ana), draw site, and bottle numbers.
  - Scan the bottle number into the blood machine, leaving the accession number blank, and load the bottle into the machine.
  - Leave the blood bench downtime log on the blood bench for the day shift blood bench to enter the accession numbers.
2. If bottle is tracked:
  - For each set, write the accession number, first and last name, ID, bottles received, and bottle numbers on blood bottle downtime log.
  - Scan the bottle number and accession number into the blood machine as usual, using the PAML label.
  - Leave the blood bench downtime log on the blood bench for the day shift blood bench

## **3.0 Document Control History**

Microbiology Director Approval: Dr. Ann Robinson 10/14/2010

Microbiology Supervisor Reviews: Jerry Claridge 10/14/2010, 03/2011, 03/2013, Jason Ammons 05/2015