

Department of Microbiology

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1.0 Lab Assistant Duties

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

1. Accession and process 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 specimens, smear media, etc. according to Specimen Processing Procedure.
 - Blood cultures must be placed in BacT Alert within 30 minutes of being received.
 - Place all cultures in the correct atmospheric conditions.
 - After processing, store all specimens.
 - 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 Culture Storage Cupboards
 - Dispose of 6-day old plates. Example: if it is Saturday you will dump the Sunday shelf.
3. Enter Daily QC
 - Using function MQCE , enter the daily Bench Cleaning, ANA Jar Indicator, East/West Hood air flow gauges.
4. Perform and Document Phoenix QC/Maintenance
 - Phoenix machines #1, #2, #5
 - AP #1, and #2
 - PhoenixSpec
 - Bench cleaning
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.
6. Clean Centrifuges (weekly)
 - Clean both large centrifuges located in the set ups area and the smaller OP centrifuge located in the O&P fume hood.
 - Initial the centrifuge cleaning log for each when you are finished.
7. Check for positive 10B broth (CURMY) cultures.
 - Sub any positive (pink) 10B broths to an A7/A8 agar plate (lawn inoculation).
 - Documents the sub date, time, day of the week on the CURMY log.
 - Write a + sign on the accession label to indicate that the culture is a subbed is positive.
 - Tape the plate and put the culture in the CO2 incubator with the othe CURMY cultures.
 - Put the positive 10B vial in the Specimen Storage refrigerator in the Positive 10B vial rack.
8. Clean and Stock the Setup Area
 - Wipe down all work surfaces 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.
 - Retrieve any supplies needed from Dry Storage.

9. Stock 2-Door Refrigerator with Media
 - The media should be fully stocked in the set up area and 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 the O&P Hood
 - Restock all supplies in the OP hood.
 - Change blue/white spill pads and paper towels. Extra pads are located above the staining sink.
 - Change staining reagents in glass jars. Clean jars and fill with fresh reagent. The Citrisolv does not need to be changed daily.
 - Dump liquid waste in the reagent prep room sink. 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 12:30 PM on Sunday.
 - Slides must remain on the hot slide dryer under the AFB digestion hood for a MINIMUM of 2 hours before removing and 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.

2.0 Technical Staff Duties

These should be completed before end of shift.

2.1 1st Shift

1. Perform STAT testing (Gram stain, rapid Ag-Ab tests, BioFire panels, etc.)
2. Read and report Gram stain smears (1st priority)
3. Read and report O&P Concentrate/Trichrome preparations
4. Read and report Cryptosporidium/Cyclospora/Isospora smears
5. Perform and report Misc. Stool Tests (Fecal Fat, SRS, Stool pH)
6. Interpret and report Helicobacter pylori Screen (HPS)
7. Perform and report Cryptococcus Antigen testing
8. Read and report Fungus Calcofluor smears
9. Examine and report/document Trichomonas cultures
10. Print and review Setup Pending List (SHMISG, SHSTG) back 7 days
11. Perform clerical check for any previously reported molecular tests

2.2 1st Shift Sunday (in addition to duties listed above)

1. Perform and report BD Affirm tests
2. Perform and report all BD MAX tests (Cdiff, MRSA, & Strep B)
3. Perform and report BioFire Respiratory Panels
4. Print and review molecular pending list
5. Read and report AFB smears

2.3 1st Shift Monday (in addition to duties listed above)

1. Perform and document Gram stain QC
2. Perform and document Trichrome QC
3. Perform and report BD Affirm tests
4. Perform and report all BD MAX tests (Cdiff, MRSA, & Strep B)
5. Perform and report BioFire Respiratory Panels
6. Print and review molecular pending list
7. Read and report AFB smears

2.4 2nd Shift

1. Process and report positive blood cultures (Gram stain, BioFire, subculture, ESBL screen, clinician notification, workload, etc.)

2. Perform STAT testing (Gram stain, rapid Ag-Ab tests, BioFire panels, etc.)
3. Read and report Gram stain smears (1st priority)
4. Read and report O&P Concentrate/Trichrome preparations
5. Perform and report Misc. Stool Tests (Fecal Fat, SRS, Stool pH)
6. Interpret and report *Helicobacter pylori* Screen (HPS)
7. Perform and report *Cryptococcus* Antigen testing
8. Read and report Fungus Calcofluor smears
9. Examine and report/document *Trichomonas* cultures
10. Print and review Setup Pending List (SHMISG, SHSTG) back 7 days
11. Perform clerical check for any previously reported molecular tests
12. Stool and Misc. Pending List (SHMISG, SHSTG) back 7 days
13. Perform and report BD Affirm tests
14. Perform and report all BD MAX tests (Cdiff, MRSA, & Strep B)
15. Perform and report BioFire Respiratory Panels
16. Print and review molecular pending list

3.0 Document Control History

Microbiology Director Approval: Dr. Ann Robinson 06/11/2013

Microbiology Supervisor Reviews: Jerry Claridge 06/11/2013, Jason Ammons 01/08/2016

Revisions & Updates: 01/08/2016 Tech duties were added.