


# STANTON TERRITORIAL HEALTH AUTHORITY



## Yellowknife, Northwest Territories

<b>TITLE:</b> Microbiology Orientation and Training	<b>Revision Date:</b> 28 February 2018	<b>Issue Date:</b> 28 February 2016
<b>Document Number:</b> QUA30250	<b>Status:</b> <b>Approved</b>	
<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 1 of 4	
<b>Approved by:</b> S. Asmussen, Manager of Diagnostic Services	<b>Signed by:</b> 	

### PURPOSE:

The purpose of the Microbiology Orientation and Training Procedure is to ensure employees receive comprehensive training in all areas of the laboratory to ensure excellence in service provision.

### PROCEDURE INSTRUCTIONS:

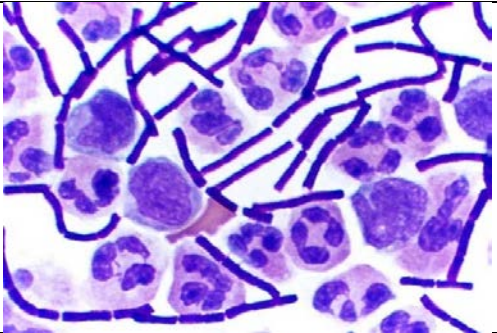
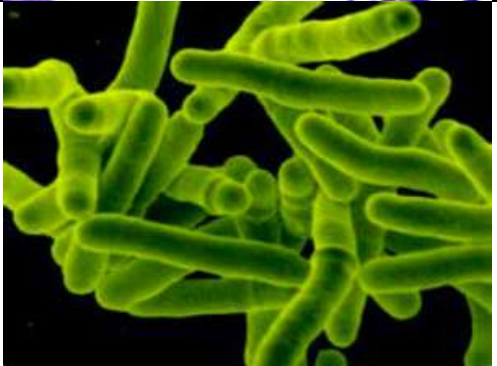


Step	Action
1	After the general Laboratory Orientation has been completed, the new employee will follow a rotating schedule through the necessary benches.
2	One week will be allotted to specimen collection and handling including electrocardiograms, specimen receiving, accessioning, centrifugation, specimen acceptability and send outs. 
	Four weeks will be allotted to the Urine bench including startup, blood cultures, RSVs, reading urine, stool, MRO and genital plates, set up of Vitek, staining and reading Gram stains, routine maintenance, quality control and troubleshooting. 

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<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 2 of 4	

	<p>Four weeks will be allotted to the Wound bench including CSF testing, Water testing, reading wound and throat plates, staining and reading Gram stains, routine maintenance, quality control and troubleshooting.</p>	
	<p>Four weeks will be allotted to the TB bench including the processing and reading of sputums and urines for TB, packaging send outs, the use of fluorescent and Kinyoun stains, routine maintenance, quality control and troubleshooting.</p>	
	<p>Two weeks will be allotted to the accessioning and planting of microbiology specimens, processing and reading BV smears and Gram stains, routine maintenance, quality control and troubleshooting.</p>	
3	<p>The training in each area will cover the aspects of the LIS that apply to that section.</p>	

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<b>Distribution:</b> Laboratory Quality Manual	<b>Page:</b> 3 of 4	

<b>4</b>	The new employee will follow a standardized training program in each area. The Trainer will complete a checklist from each area based upon the training program and will communicate to the Tech II/Supervisor whether the training has been completed. The checklist will be kept in the training folder.	
	<b>If:</b>	<b>Then:</b>
	The training in that area is complete 	The Trainer or Tech II will sign off on QUA30211 Lab Training Master List. The new employee will complete QUA30220 Evaluation of Training Experience and submit it to the Laboratory Supervisor.
	The training is not complete 	The Tech II and Lab Supervisor will evaluate the deficiencies and schedule additional time in the department (as required) to complete the training.
<b>5</b>	Once the new employee has been trained in all applicable areas of the laboratory, the employee and Laboratory Supervisor will both sign and date the Training Plan and Record. A copy is given to the employee and the original is forwarded to the Laboratory Manager for final review and comment prior to filing in the personnel file.	

**RELATED DOCUMENTS:**

- QUA30211 Lab Training Master List
- QUA30220 Evaluation of Training Experience
- Individual Bench Orientation Checklists

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<b>Distribution: Laboratory Quality Manual</b>	<b>Page: 4 of 4</b>	

**REFERENCES:**

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**REVISION HISTORY:**

REVISION	DATE	Description of Change	REQUESTED BY
1.0	15Dec15	Initial Release	C.Russell