



Stanton Territorial Hospital

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Microbiology Orientation Manual

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Document Name: Microbiology Department Shift Duties

Approved By:
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Status: **APPROVED**

Shift	Action
<p>7 am Urine Culture Bench</p>	<ul style="list-style-type: none"> • Morning ward collections • Process new blood cultures from previous night • Assist wound bench technologist with daily startup • Complete old urines workup • Complete new urines workup • Perform Vitek daily maintenance and enter on Vitek Compact Maintenance Record (MIC70110) • Set up urine bench Vitek/KB/ET workup • Check URINE resulting worklist at end of shift • Check BLD-POS resulting worklist at end of shift • Disinfect work bench at end of shift • MONDAYS: Perform Vitek/KB/ET QC and dispensette sterility testing. • FIRST MONDAY OF MONTH: Perform Vitek monthly maintenance • AS REQUIRED: Read BV gram stains if 12-8 technologist is processing AFB specimens

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Shift	Action
<p style="text-align: center;">8 am Wound Culture Bench</p>	<ul style="list-style-type: none"> • Perform morning startup • Complete old wounds workup • Read new wound gram stains left over from previous evening • Complete new wound workup • Set up wound bench Vitek/KB/ET workup • Read water samples • Sub CO₂ QC plates every 48 hours • Check WOUND resulting worklist at end of shift • Check WATER resulting worklist at end of shift • Check TQC worklist at end of shift and ensure all QC is complete • Disinfect workbench at end of shift • MONDAYS: Perform weekly maintenance on CO₂ and O₂ incubators • FIRST MONDAY OF MONTH: Perform monthly maintenance on CO₂ and O₂ incubators and fridges • FIRST MONDAY OF AUGUST/FEBRUARY: Perform bi-annual maintenance on CO₂ and O₂ incubators and fridges • AS REQUIRED: Read wound gram stains that come in during the day if 12-8 technologist is processing AFB specimens

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Shift	Action
9 am Specimen Receiving Bench	<ul style="list-style-type: none">• Perform daily maintenance on BSC• Medipatient/Accession/Plant specimens Note: MRSA screens are batched at 12 and 5 pm• Accession TB specimens• Process STAT samples• Stain BV/Gram stains• Set up wet preps• Set up RSV and C.diff testing upon arrival• Check “Not Collected”, “Not Received” and “Not Plated” worklists and cancel specimens not received• Set up waters, HPC, endotoxins• Restock supplies• Ensure send outs, including Quanti-FERON-TB Gold, are in the Dynalife bucket by 3 pm• Disinfect workbench at end of shift• MONDAYS: Perform weekly maintenance on the BSC• FIRST MONDAY OF AUGUST/FEBRUARY: Perform bi-annual maintenance on BSC

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Shift	Action
<p>9 am TB Shift</p>	<ul style="list-style-type: none"> • Process/Report AFB smears (all IP/ER AFB samples should be processed the day they are submitted, noting cutoff times) • Prepare samples for send out to Prov. Lab • Monitor QC slides. If slides are getting low, make new slides using the weekly TB QC organism • Sub AFB QC organisms monthly • Perform MGIT daily maintenance • Perform MIII Sterilizer daily maintenance • Perform Allegra X-15R daily maintenance • Perform TB-BSC daily maintenance • Store MIII printouts in envelope on bulletin board • Restock TB supplies as needed • Set up autoclave runs as needed • Check TB pending worklists • Clean TB lab at end of shift (BSC wipe down, clear away sample containers, etc.) • MONDAYS: Perform LJ culture maintenance • MONDAYS: Perform weekly maintenance on the BSC and MIII • FIRST WEEK OF MONTH: Perform monthly maintenance on MGIT, BSC, Allegra X-15R and MIII • FIRST WEEK OF AUGUST/FEBRUARY: Perform bi-annual maintenance on BSC, Allegra X-15R and MIII

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Shift	Action
<p style="text-align: center;">12 pm Evening Shift</p>	<ul style="list-style-type: none"> • Read gram stains/BV slides/Wet preps • Medipatient/Accession/Plant as needed • Set up waters • Unpack/Accession/Plant until ~ 7 pm • Samples planted > 6pm are held in rack labelled “ > 6pm “ for 24 hour specimens (urines and stools) • Stain and read remaining gram stains (time permitting). Wound gram stains should be read first • Set up anaerobic and campy jars • Check GRMS and WETPREP resulting worklist and ensure if there are samples on this list there are gram stains waiting to be read • Check “Not Collected”, “Not Received” and “Not Plated” worklists and ensure there are no blood cultures waiting to be received • Take out and record TC results on tubes • Disinfect BSC at the end of shift • Disinfect sample receiving bench at end of shift • Make sure QC plates and reagent bucket is in the fridge • Make sure core lab CSF kit is in BSC • Turn off lights • AS REQUIRED: if no 9-5 shift is scheduled for TB, it will be processed on 12-8 shift. In order to accommodate this, urine bench will read BV slides, wound bench will read wound grams and either bench can assist with send out

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Shift	Action
<p style="text-align: center;">As Required</p>	<ul style="list-style-type: none"> • Receive supplies and log into TQC • Clean and refill gram stain bottles • Help with accessioning/planting/set up as needed (ask first) • Assist with the reading of gram stains/BV slides/wet preps as needed • Restock supplies • Preparing slides for gram stain and A/O QC

Shift	Action
<p style="text-align: center;">Tech 2 Shift</p>	<ul style="list-style-type: none"> • Manage quality control • Manage report review • Manual/procedure updating • Check the pending referral list for PROV lab to check for outstanding results • Quality indicators • Technical guidance • Other Tech 2 duties as required

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	26 Apr 2017	Initial Release	L. Steven

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Jennifer G. Daley Bernier, R.T. (CSMLS)
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Signed by: Jennifer G. Daley Bernier

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