



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. • Perform daily QC. • Complete old urines workup. Read 38-48 hour VRE plates first. • Complete new urines workup. • Read 12:00 and 5:00 MRSA plates. • Read 12:00 VRE plates. • Set up urine bench Vitek/KB/ET workup. • Check URINE 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 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"> • Process new blood cultures from previous night. • Perform morning startup. • Complete old wounds workup. Discard plates on bench that are finished being worked up. • Read new wound gram stains left over from previous evening. • Complete new wound workup. • Set up wound bench Vitek/KB/ET workup. • Sub CO₂ QC plates every 48 hours. • Check WOUND resulting worklist at end of shift. • Check BLD-POS 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: <ul style="list-style-type: none"> ➤ Perform weekly maintenance on CO₂ and O₂ incubators. ➤ Change incubator charts. ➤ Perform weekly BSC maintenance. • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly maintenance on CO₂ and O₂ incubators and fridges. ➤ Perform monthly maintenance on BACTEC FX. • FIRST MONDAY OF AUGUST/FEBRUARY: <ul style="list-style-type: none"> ➤ Perform bi-annual maintenance on CO₂ and O₂ incubators and fridges. ➤ Perform bi-annual maintenance on BSC.

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Shift	Action
<p>9 am Specimen Receiving Bench</p>	<ul style="list-style-type: none"> • Replace daily swab rack and specimen bucket. Each day has its own rack/bucket. • Medipatient/Accession/Plant specimens Note: MRSA and VRE screens are batched at 12 and 5 pm • Accession TB specimens • Process STAT samples • Set up wet preps • Set up RSV and C.diff testing upon arrival • 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

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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 • Sub AFB QC organism M.gordonae 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 • MONDAYS: Discard TB concentrates in fridge from the previous week • 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 • Read 5:00 VRE plates • 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 • Incubate Group B broths in CO₂ incubator and selenite broths in O₂ incubator • 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, including benches • Restock ANA and campy packs • Preparing slides for gram stain and A/O QC • Open Vitek card boxes for easier access • Clean anaerobic jars and trays • Clean specimen buckets • Clean specimen receiving tray (wipe, organize) • FRIDAYS: discard swabs in weekend rack • FRIDAYS: discard specimens from weekend bucket and replace new garbage bag • FRIDAYS: discards GBS tubes from weekend row

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Shift	Action
Tech 2 Shift	<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 • Biosafety alternate • Other Tech 2 duties as required

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	26 Apr 2017	Initial Release	L. Steven
2.0	05 Feb 2018	Update to reflect bench changes	L. Steven

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