



Document Name: Accessioning CMPT Surveys

Approved By:

Status: **DRAFT**

PURPOSE: To ensure CMPT surveys are accessioned in a standardized way so that results do not affect epidemiology statistics and so that patient specific system rules are applied correctly.

SAMPLE INFORMATION:

- All CMPT survey samples that are received in the Stanton Microbiology laboratory.
- Testing material consists of lyophilized cultures, slides and “simulated” patient specimens.
- Refer to the directions accompanying each survey for specimen handling.

SPECIAL SAFETY PRECAUTIONS:

EQA specimens may contain fully virulent organisms of Risk Group 2 or lower. Specimens must be handled with the same degree of care as equivalent clinical specimens and by the same appropriately qualified and supervised staff.

Containment Level 2 facilities, equipment, and operational practices for work involving infectious or potentially infectious materials or cultures.

- Lab gown must be worn when performing activities with potential pathogens.
- Gloves must be worn when direct skin contact with infected materials is unavoidable.
- Eye protection must be used where there is a known or potential risk of exposure to splashes.
- All procedures that may produce aerosols, or involve high concentrations or large volumes should be conducted in a biological safety cabinet (BSC).
- The use of needles, syringes, and other sharp objects should be strictly limited.

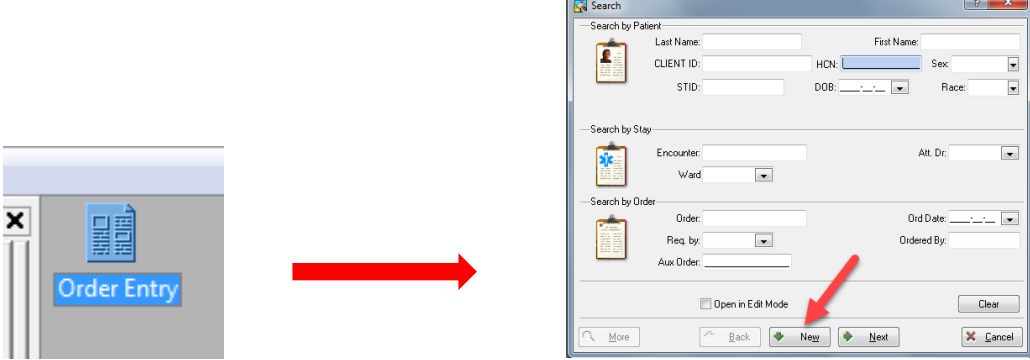
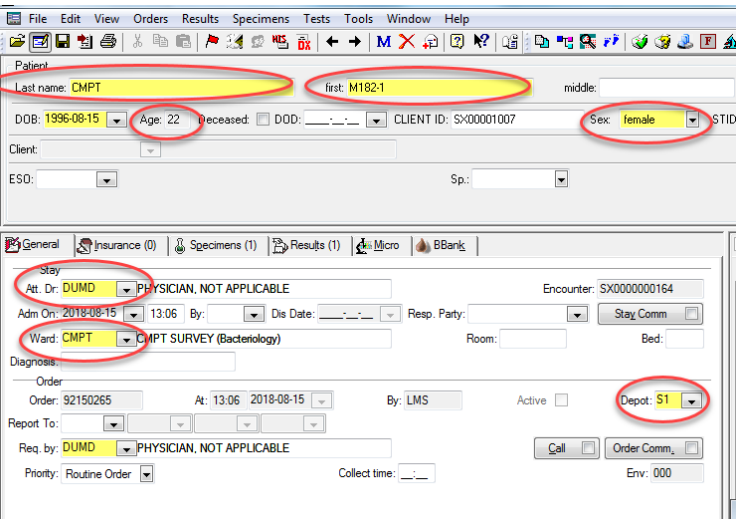
All patient specimens are assumed to be potentially infectious. Universal precautions must be followed. Since viable micro-organisms are used, all cultures must be handled with appropriate precautions. All equipment in contact with cultures should be decontaminated by appropriate methods.

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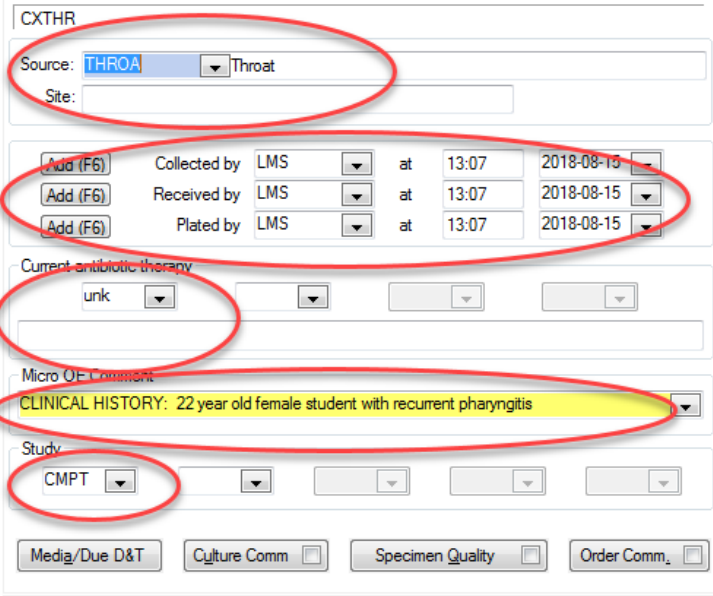
PROCEDURE INSTRUCTIONS:

Step	Action
1	<p>Select the “Order Entry” icon. Select “New” to create a new patient:</p> 
2	<p>Fill out the following information in the general tab:</p> 
<p>LAST NAME: CMPT</p>	
<p>FIRST NAME: CMPT Specimen No.</p>	
<p>AGE: As specified on CMPT Case History Sheet NOTE: Age is not applicable to water samples. Any age can be used.</p>	
<p>SEX: As specified on CMPT Case History Sheet. NOTE: Sex is not applicable to water samples. Any sex can be used.</p>	
<p>ATTENDING DR.: DUMD</p>	
<p>WARD: CMPT NOTE: The ward must be CMPT in order to exclude data from epidemiology reports.</p>	
<p>DEPOT: S1</p>	

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3	<p>Fill out the following information in the micro tab:</p> 
	<p>ORDER: Order the test specified on the CMPT Case History Sheet</p>
	<p>SOURCE: Choose the appropriate source as per the CMPT Case History Sheet</p>
	<p>SITE: Free text the site information provided on the CMPT Case History Sheet</p>
	<p>COLLECTED/RECEIVED/PLATED: Add yourself</p>
	<p>ANTIBIOTIC THERAPY: Fill out as per the CMPT Case History Sheet</p>
	<p>MICRO OE COMMENTS: Record the clinical history provided on the CMPT Case History Sheet.</p>
	<p>STUDY: Select the study CMPT</p> <p>NOTE: This is an important step. Without this step, the specimen will not qualify to the review worklist.</p>
4	<p>Place the requisition barcodes for all specimens accessioned on a separate piece of paper and attach to the paperwork that accompanied the survey. Place all papers on the Technologist II desk.</p>

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REVISION HISTORY:

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

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