



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” urine bench workup. • Complete “new” urine bench workup. <ul style="list-style-type: none"> ➤ Read first batch of urine plates at 9 to 11 am. ➤ Read second batch of urine plates at 1 to 3 pm. ➤ Check third batch of urine plates for any positives. • Complete water samples. • Set up urine bench Vitek/KB/ET. • Check URINE resulting worklist. • Check WATER resulting worklist. • Disinfect work bench at end of shift. • MONDAYS: <ul style="list-style-type: none"> ➤ Rinse out gram stain bottles and let dry. • TUESDAYS: <ul style="list-style-type: none"> ➤ Refill gram stain bottles. Filter crystal violet. ➤ Subculture weekly QC organisms from slants/plates. • THURSDAYS: <ul style="list-style-type: none"> ➤ Read and record weekly QC into TQC and Vitek QC results record. • FRIDAYS: <ul style="list-style-type: none"> ➤ Sub P.aeruginosa from slant • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform Vitek monthly maintenance. ➤ Sub QC organisms from glycerol beads.

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SHIFT	ACTION
<p>8 am Wound Culture Bench</p>	<ul style="list-style-type: none"> • Plant positive blood cultures from night. • Perform morning startup. • Check requisitions for Blood Cultures collected in the evening by core lab staff for errors/missing information. • Perform positive blood culture workup. • Complete “old” wound bench workup. Discard plates on bench that are finished being worked up. • Read new wound gram stains left over from previous evening. • Complete “new” wound bench workup. • Set up wound bench Vitek/KB/ET workup. • Check WOUND resulting worklist. • Check BLD-POS resulting worklist. • Check BLD-NEG/NO STATUS resulting worklist. • Disinfect workbench at end of shift. • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly maintenance on BACTEC FX. ➤ Change antibiotic disks. • AS REQUIRED: <ul style="list-style-type: none"> ➤ Read wound gram stains.

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SHIFT	ACTION
<p style="text-align: center;">9 am Specimen Processing 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, VRE and MRO screens are batched for 12 and 5 pm. NOTE: Urine cultures are batched for 11 am and 3 pm • Accession TB specimens. Do not plate or label specimens. • Process STAT samples. • Set up wet preps. • Set up C.diff testing upon arrival. • Set up Colilert and HPC waters. • Restock supplies. • Ensure send out samples are given to core lab laboratory assistants for DynaLIFE send out cooler by 3 pm. • Disinfect workbench at end of shift. • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Wipe the carts with Accel TB wipes. ➤ Wipe the red specimen buckets with Accel TB wipes.

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SHIFT	ACTION
<p>Wednesday 9 am Weekly QC Bench</p>	<ul style="list-style-type: none"> • Perform weekly Vitek QC and fill out Vitek 2 QC Results Record. Initial in Setup Tech column. • Perform weekly KB and ET QC. • Perform weekly QC and result in TQC: <ul style="list-style-type: none"> ➤ Strep. Grouping ➤ PYR ➤ M.cat. ➤ BL ➤ ALA **Set up first so can result** ➤ TXP ➤ MAST ➤ DD test • Perform weekly dispensette sterility testing. • Change incubator charts. • Perform weekly maintenance on CO₂ and O₂ incubators. Fill out maintenance log and result in TQC. • Perform weekly micro lab BSC maintenance. Fill out maintenance log and result in TQC. • FIRST WEDNESDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly maintenance on CO₂ and O₂ incubators and fridges. • FIRST WEDNESDAY 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>12 pm Evening Bench</p>	<ul style="list-style-type: none"> • Read gram stains/BV slides/wet preps. • Medipatient/Accession/Plant as needed. • Read 5 pm VRE plates. • Read 5 pm urine plates. • Unpack/Accession/Plant until ~ 7 pm. <p>NOTE: Batch urine specimens for 7 pm.</p> <ul style="list-style-type: none"> • Stain and read remaining gram stains (time permitting). Wound gram stains should be read first. • Set up anaerobic 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. • Incubate LIM broths in CO₂ incubator. • Disinfect BSC at the end of shift. • Disinfect sample receiving bench at end of shift. • Make sure QC plates are in specimen fridge and reagent bucket is in the reagent fridge. • Make sure core lab CSF kit is in BSC. Ensure plates are in date. • Turn off lights including bench fluorescent lights. • AS REQUIRED: if no 9 to 5 shift is scheduled for TB, it will be processed on the 12 to 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 outs.

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Shift	Action
As Required	<ul style="list-style-type: none">• Receive supplies and log into TQC.• 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 packs.• Open Vitek card boxes for easier access.• Clean anaerobic jars and trays.• Help putting away orders.• FRIDAYS:<ul style="list-style-type: none">➤ Discard swabs in weekend rack.➤ Discard specimens from weekend bucket and replace new garbage bag.➤ Discard LIM broths from weekend row.

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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
3.0	02 Oct 2019	Update to reflect workflow for new urine chromogenic plates	L. Steven

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