PROGRAM Standard Operating Procedure – Laboratory Services

Title: MIC10400 – Accessioning CMPT Surveys	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s):	
Effective Date:	Effective Date:
Issuing Authority: Director, Health Services	Issuing Authority: Director, Health Services
Accreditation Canada Applicable Standard: N/A	

GUIDING PRINCIPLE:
CMPT surveys provide external assessment challenges (EQA) for clinical microbiology laboratories. The program covers a wide variety of samples normally received by laboratories for bacteriology culture, identification, susceptibility testing and gram staining.

The Stanton Territorial Hospital Microbiology Laboratory participates in the following CMPT external assessment challenges:
1. Clinical Bacteriology program
2. C.difficile program
3. AFB (Acid-Fast bacilli) stain program
4. Screens/Molecular program

PURPOSE/RATIONALE:
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.

SCOPE/APPLICABILITY:
This procedure applies to Medical Laboratory Technologists (MLTs) and Medical Laboratory Assistants (MLAs) processing competency survey specimens.

SAMPLE INFORMATION:
- Testing material consists of lyophilized cultures, slides and "simulated" patient specimens.
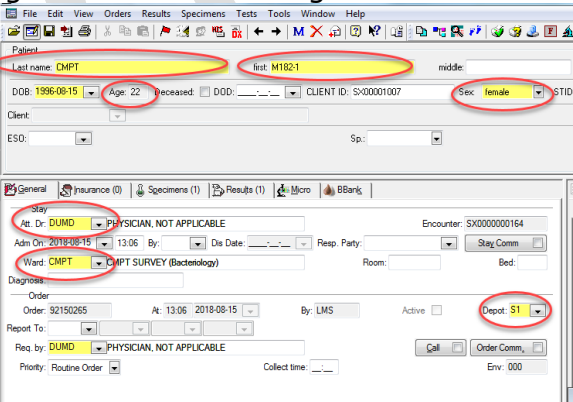- Refer to the directions accompanying each survey for specimen handling.

SPECIAL SAFETY PRECAUTIONS:

Containment Level 2 facilities, equipment, and operational practices for work involving infectious or potential infectious materials or cultures.
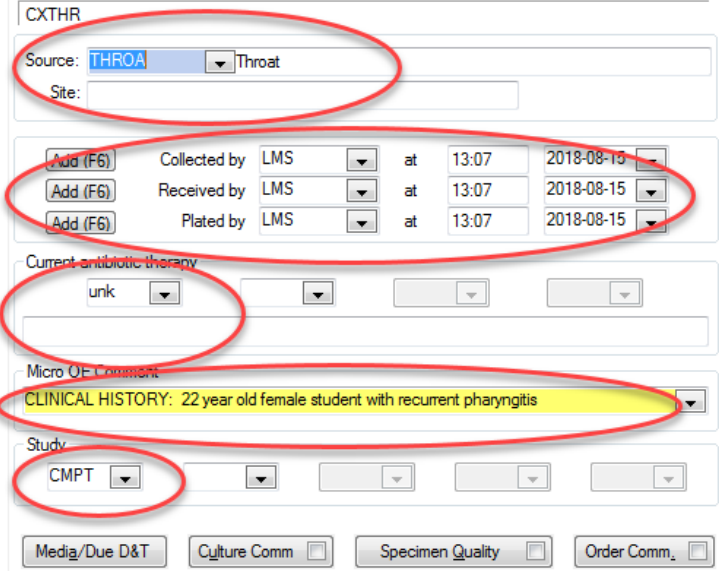
- Ensure that appropriate hang hygiene practices be used.
- Lab gown must be worn when performing activities with potential pathogens.
- Gloves must be worn when direct skin contact with infected materials is unavoidable.
- Eye protection must be used when there is a known or potential risk of exposure of 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. Routine Practices 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.

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering CMPT samples in SoftMic	
1	In Order Entry, select **"New"** to create a new patient
2	Fill out the following information in the general tab:
	LAST NAME: CMPT
	FIRST NAME: CMPT Specimen No.
	AGE: As specified on CMPT Case History Sheet
	SEX: As specified on CMPT Case History Sheet
	ATTENDING DR.: DUMD
	WARD: CMPT **NOTE:** The ward must be CMPT in order to exclude data from epidemiology reports
	DEPOT: S1

3	Fill out the following information in the micro tab: 	
	ORDER: Order the test specified on the CMPT Case History Sheet	
	SOURCE: Choose the appropriate source as per the CMPT Case History Sheet	
	SITE: Free text the site information provided on the CMPT Case History Sheet	
	COLLECTED/RECEIVED/PLATED: Add yourself	
	ANTIBIOTIC THERAPY: Fill out as per the CMPT Case History Sheet	
	MICRO OE COMMENTS: Record the clinical history provided on the CMPT Case History Sheet	
	STUDY: Select the study CMPT **NOTE:** Without this step, the specimen will not qualify to the review worklist	
4	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 Dark Room bench.	

REFERENCES:
1. Leber, A. (2016). *Clinical microbiology procedures handbook.* (4th ed.) Washington, D.C.: ASM Press
2. Jorgensen J.H., Pfaller M.A., Carroll K.C., Funke G., Landry M.L., Richter S.S., Warnock D.W. (2015). *Manual of Clinical Microbiology, 11th edition*. Washington, D.C: ASM Press

APPROVAL:

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Date

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REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	07 Mar 17	Initial Release	L. Steven
2.0	30 Jan 22	Procedure reviewed and added to NTHSSA policy template	L. Steven