PROGRAM Standard Operating Procedure – Laboratory Services			
Title: MIC10400 -	Policy Number:		
Accessioning CMPT Surveys			
Program Name: Laboratory Services			
Applicable Domain: Lab, DI and Pharmacy Services			
Additional Domain(s):			
Effective Date:	Effective Date:		
Issuing Authority:	Issuing Authority:		
Director, Health Services	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.

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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					
	Fill out the following information in the general tab:					
	Eiffe Edit View Orders Results Specimens Tests Tools Window Help 2022 2022 2022 2022 2022 2022 2022 202					
	Latrane CMP1 fint M182-1 midde					
	D08: 1396-06-15 Age: 22 D00: Image: 22 Occurrence Still Cient: Image: 22 Image: 23 Im					
	ESD. Sp					
	Specimenal Spinurance (0) & Specimens (1) Provides (1) Au More Au BBank					
	Stay DMD					
	Ward: CMPT CONT SUPVEY (Bacteridogy) Poor: Bed:					
	Order 92150255 A: 13:06 2018-08:15 - By: LMS Active Depot: \$1 -					
2	Report To: Report To: Report To: Coder Comm. Coder C					
_	Priority: Routine Order 📼 Collect time: Erv: 000					
	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					

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	Fill out the following information in the micro tab:					
	CXTHR					
	Source: THROA Throat					
	Add (F6) Collected by LMS 🗨 at 13:07 2018-08-10					
	Add (F6) Received by LMS at 13:07 2018-08-15					
	Add (F6) Plated by LMS 🗨 at 13:07 2018-08-15 🖵					
	Current-antibiotic therapy					
	Micro OE Lowmont CLINICAL HISTORY: 22 year old female student with recurrent pharyngitis					
3						
	Media/Due D&T Culture Comm Specimen Quality Order Comm_					
	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					
	Place the requisition barcodes for all specimens accessioned on a separate					
4	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.* (4thed.) Washington, D.C.: ASM Press
- 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

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APPROVAL:

Date

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

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