

SHIFT	DUTIES
<p>8 am Wound Bench</p>	<ul style="list-style-type: none"> • Plant positive blood cultures from night • Perform daily microbiology startup • Check evening blood culture requisitions • Perform daily QC • Complete "positive" blood culture workup • Read microbiology gram stains • Complete "old" wound workup • Complete "new" wound workup • Check BLD-POS worklist • Check WOUND worklist • Check BLD-NEG worklist • Check GRMS worklist • MONDAYS: <ul style="list-style-type: none"> ➤ Perform weekly GX-IV maintenance • TUESDAYS: <ul style="list-style-type: none"> ➤ Subculture weekly QC organisms • WEEKENDS: <ul style="list-style-type: none"> ➤ Plant microbiology samples • FIRST MONDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Sub QC organisms from glycerol beads ➤ Change antibiotic disks ➤ Perform monthly VITEK 2 maintenance ➤ Perform monthly BACTEC FX maintenance ➤ Perform monthly GX-IV maintenance

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SHIFT	DUTIES
<p>8 am PCR Bench</p>	<ul style="list-style-type: none"> • Perform daily PCR startup • Set up TB Lab BSC for testing • Process accessioned COVID samples as required • Medipatient/accession any COVID samples as required • Process COVID samples throughout the shift • Assist other microbiology department benches as required • Check GeneXpert resulting worklist • Check TORCH resulting worklist • Disinfect workbench at end of shift • MONDAYS: <ul style="list-style-type: none"> ➤ Perform weekly GX-XVI maintenance ➤ Perform weekly TB Lab BSC maintenance • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly GX-XVI maintenance ➤ Perform monthly BF-1 and BF-2 maintenance • FIRST MONDAY OF AUGUST/FEBRUARY: <ul style="list-style-type: none"> ➤ Perform bi-annual TB fridge maintenance ➤ Perform bi-annual TB Lab BSC maintenance

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SHIFT	DUTIES
<p>12 pm Urine Bench</p>	<ul style="list-style-type: none"> • Complete "old" urine workup • Complete "new" urine workup • Sub LIM broths to GBS agar at 2:00 pm • Read microbiology gram stains after 16:00 • Accession and process STAT specimens after 16:00 • Perform PCR testing focusing on hospitalized patients • Check URINE worklist • Check NOT COLLECTED worklist • Check NOT RECEIVED worklist • Check NOT PLATED worklist • Perform daily microbiology shutdown • 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 • THURSDAYS: <ul style="list-style-type: none"> ➤ Review weekly VITEK 2 QC and complete form ➤ Read weekly KB, ET, MAST and TXP QC • WEEKENDS: <ul style="list-style-type: none"> ➤ Organize microbiology specimens and deliver to core lab MLA for ordering ➤ Plate specimens in LIS after ordering ➤ Perform PCR testing as time allows

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SHIFT	DUTIES
<p style="text-align: center;">8 am Weekly QC Bench</p>	<ul style="list-style-type: none"> • Change incubator charts • Perform weekly CO₂ and O₂ maintenance • Perform weekly Main Lab BSC maintenance • 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 Vitek QC and fill out Vitek QC Results Record. Initial in Setup Tech column • Perform weekly KB and ET QC • Perform weekly dispensette sterility testing • FIRST WEDNESDAY OF MONTH: <ul style="list-style-type: none"> ➢ Perform monthly CO₂ and O₂ maintenance ➢ Perform monthly fridge maintenance • FIRST WEDNESDAY OF AUGUST/FEBRUARY: <ul style="list-style-type: none"> ➢ Perform bi-annual CO₂ and O₂ maintenance ➢ Perform bi-annual fridge maintenance ➢ Perform bi-annual Main Lab BSC maintenance

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SHIFT	DUTIES
9 am Receiving Bench	<ul style="list-style-type: none">• Medipatient/Accession/Plant specimens• Gram stain slides• Set up positive blood cultures• Set up <i>C.diff</i> testing upon arrival• Set up Stanton <i>SARS-CoV-2</i> testing upon arrival• Restock supplies• Disinfect workbench at end of shift

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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
4.0	09 Oct 2020	Update to reflect COVID testing	L. Steven
5.0	30 Jan 2022	Procedure reviewed and added to NTHSSA policy template	L. Steven

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