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| **SHIFT** | **DUTIES** |
| **8 am****Wound****Bench** | * 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:**
* Perform weekly GX-IV maintenance
* **WEEKENDS:**
* Plant microbiology samples
* **FIRST MONDAY OF THE MONTH:**
* Perform monthly VITEK 2 maintenance
* Perform monthly BACTEC FX maintenance
* Perform monthly GX-IV maintenance
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| **SHIFT** | **DUTIES** |
| **8 am****Urine****Bench** | * Complete “old” urine workup
* Complete “new” urine workup
* Sub LIM broths to GBS agar at 2:00 pm
* Check **URINE** worklist
* Check **NOT COLLECTED** worklist
* Check **NOT RECEIVED** worklist
* Check **NOT PLATED** worklist
* Perform daily microbiology shutdown
* **MONDAYS:**
	+ Rinse out gram stain bottles and let dry
* **TUESDAYS:**
	+ Refill gram stain bottles. Filter crystal violet
	+ Subculture weekly QC organisms
* **THURSDAYS:**
	+ Review weekly VITEK 2 QC and complete form
	+ Read weekly KB, ET, MAST and TXP QC
* **WEEKENDS:**
* Organize microbiology specimens and deliver to core lab MLA for ordering
* Plate specimens in LIS after ordering
* Perform PCR testing
* **FIRST MONDAY OF THE MONTH:**
* Sub QC organisms from glycerol beads
* Change antibiotic disks
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| **SHIFT** | **DUTIES** |
| **8 am****PCR****Bench** | * 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:**
	+ Perform weekly GX-XVI maintenance
	+ Perform weekly TB Lab BSC maintenance
* **FIRST MONDAY OF MONTH:**
	+ Perform monthly GX-XVI maintenance
	+ Perform monthly BF-1 and BF-2 maintenance
* **FIRST MONDAY OF AUGUST/FEBRUARY:**
	+ Perform bi-annual TB fridge maintenance
* Perform bi-annual TB Lab BSC maintenance
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| **SHIFT** | **DUTIES** |
| **9 am****Receiving** **Bench** | * Medipatient/Accession/Plant specimens
* Gram stain slides
* Set up positive blood cultures
* Set up *C.diff* testing upon arrival
* Set up Stanton *SARS-CoV-2* testing upon arrival
* Restock supplies
* Disinfect workbench at end of shift
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**REVISION HISTORY:**

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| **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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