|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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 |

|  |  |
| --- | --- |
| **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 |

**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 |
|  |  |  |  |
|  |  |  |  |