

**Document Name:**

Receiving Inuvik Positive Blood Cultures at Stanton  
Job Aid

**Distribution:**

Microbiology Culture Manual

**Document Number:**

MIC35500

**Date Issued:**

October 20, 2021

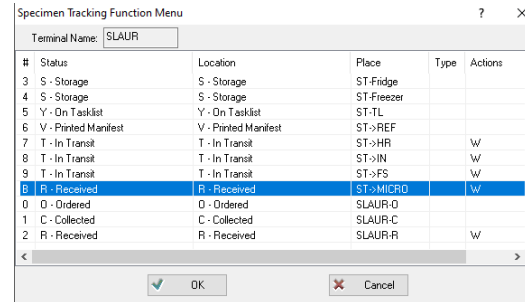
1. When a positive blood culture bottle arrives from Inuvik they need to be received and plated

2. In SoftLab:

- Select **Specimen Tracking**

3. In Specimen Tracking, receive the bottle at Stanton:

- Select the **R-R-ST->MICRO** row



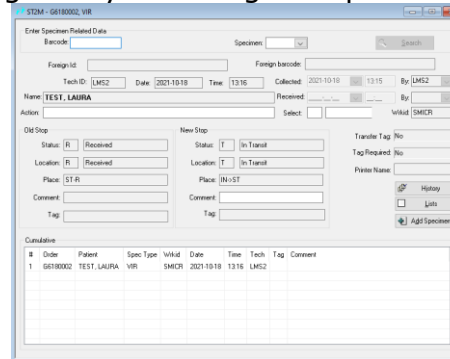
Specimen Tracking Function Menu

Terminal Name: SLAUR

| #  | Status               | Location             | Place      | Type | Actions |
|----|----------------------|----------------------|------------|------|---------|
| 3  | S - Storage          | S - Storage          | ST-Fridge  |      |         |
| 4  | S - Storage          | S - Storage          | ST-Freezer |      |         |
| 5  | Y - On Tasklist      | Y - On Tasklist      | ST-TL      |      |         |
| 6  | V - Printed Manifest | V - Printed Manifest | ST->REF    |      |         |
| 7  | T - In Transit       | T - In Transit       | ST->HR     | W    |         |
| 8  | T - In Transit       | T - In Transit       | ST->IN     | W    |         |
| 9  | T - In Transit       | T - In Transit       | ST->FS     | W    |         |
| 10 | R - Received         | R - Received         | ST->MICRO  | W    |         |
| 0  | O - Ordered          | O - Ordered          | SLAUR-O    |      |         |
| 1  | C - Collected        | C - Collected        | SLAUR-C    |      |         |
| 2  | R - Received         | R - Received         | SLAUR-R    | W    |         |

Buttons: OK, Cancel

- Start building the specimen tracking list by scanning the specimen barcode into the **Barcode** box:



STEM - 6818002\_VIK

Enter Specimen Related Data

Barcode:  Specimen:  Search

Foreign ID:  Foreign barcode:

Tech ID: LMS2 Date: 2021-10-19 Time: 13:16 Collected: 2021-10-19 13:15 By: LMS2

Name: TEST\_LAURA Received:  By:

Action:  Select  W/Kit  EMCR

Old Stop: Status: R Received Location: R Received Place: ST-R Comment:  Tag:

New Stop: Status: T In Transit Location: T In Transit Place: NUSST Comment:  Tag:

Transfer Tag: No Tag Required: No Print Name:

History  Lists

Cumulative

| # | Order   | Patient    | Spec Type | Kit  | Date       | Time  | Tech | Tag | Comment |
|---|---------|------------|-----------|------|------------|-------|------|-----|---------|
| 1 | 6818002 | TEST_LAURA | VIR       | EMCR | 2021-10-19 | 13:16 | LMS2 |     |         |

- Once all bottles are scanned, select the **SAVE** button at the top of the screen or ctrl+s
- A prompt will display querying if a new list should be created
- Select **YES** and then **Cancel** out of the list print

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4. If you see the exclamation point when receiving via Specimen Tracking this means the sample was not Workstation Redirected:

- Go to Workstation Redirection to redirect the specimen **BEFORE** proceeding with specimen tracking receive
- Refer to **LIS41400 Specimen Processing – Workstation Redirection**

The screenshot shows a software window titled 'SAPRI - C1280004\_XEC'. It contains a form for entering specimen-related data. The 'Collected' date is 2019-01-26 at 15:30, and the 'Received' date is also 2019-01-26 at 15:23. A red arrow points to a yellow exclamation point icon next to the 'Collected' date field. Below the form is a 'Cumulative' table with the following data:

| # | Order    | Patient             | Spec Type | Wkid | Date       | Time  | Tech | Tag | Comment |
|---|----------|---------------------|-----------|------|------------|-------|------|-----|---------|
| 1 | C1280004 | TEST_INUVIK POS BLD | XEC       | IMCR | 2019-01-26 | 15:30 | ALD  |     |         |

5. In SoftMic:

- Select **Order Entry**
- **Plate** the sample(s)
- **NOTE:** Date/time and initials of user will NOT change when received at Stanton. Original Inuvik receiving information will remain, specimen tracking history will update:

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The screenshot shows the CXBAE software interface. At the top, the 'Source' is set to 'BLOOD' and the 'Site' is empty. Below this, there are three rows of order entry details, each with an 'Add (F5)' button. The first row is 'Collected by ALD at 09:00 2018-10-31'. The second row is 'Received by ALD at 09:00 2018-10-31'. The third row is 'Plated by VBS at 13:32 2018-10-31'. A blue box highlights the 'Received by ALD' row with the text 'Inuvik user information still in Order Entry'. Below the order entry section is a 'Tracking history' table:

| # | Status     | Location   | Date       | Time  | Tech | Place     |
|---|------------|------------|------------|-------|------|-----------|
| 1 | Received   | Received   | 2018-10-31 | 13:28 | VBS  | ST->MICRO |
| 2 | In Transit | In Transit | 2018-10-31 | 09:06 | ALD  | IN->ST    |
| 3 | Received   | Received   | 2018-10-31 | 09:00 | ALD  | SAPRI-R   |
| 4 | Collected  | Collected  | 2018-10-31 | 09:00 | ALD  | SAPRI-C   |
| 5 | Ordered    | Ordered    | 2018-10-31 | 09:00 | ALD  | SAPRI-O   |

6. Refer to **MIC10100-Microbiology Specimen Processing** for plating the sample

- After the sample is plated, the gram stain needs to be read and reported

7. In SoftMic:

- Select **Resulting Worklist**
- Select the worklist **BLOODS\_POSITIVE**
- Double click on the order that is positive

8. Select **Add Test:**

The screenshot shows a dialog box with a toolbar at the top containing 'Add Test', 'Cancel Test', 'Delete Test', 'Significant', and 'Test'. Below the toolbar is a table with columns for '#', 'Test ID', and an empty column. The first row contains '1' and 'CXBAE'. The second row contains '2' and 'CXBAN'. A red arrow points to the 'Add Test' button.

| # | Test ID |  |
|---|---------|--|
| 1 | CXBAE   |  |
| 2 | CXBAN   |  |

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9. Add the stain order for the bottle that went positive:

- STBAE for aerobic bottle, STBAN for anaerobic bottle or STBPE for pediatric bottle

10. Result stain order as per **MIC20500-Gram stain resulting in LIS-Blood Cultures**

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FILENAME: MIC35060-Receiving Positive Blood Cultures at Stanton Job Aid

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