

SHIFT	DUTIES
<p>Wound Bench</p>	<ul style="list-style-type: none"> • Perform daily QC • Complete "positive" blood culture workup • Complete "old" wound workup • Read pending gram stains • Complete "new" wound workup • Check BLD-POS worklist • Check BLD-NEG worklist • Check WOUND worklist • Assist gram stain bench • Assist specimen receiving bench • Disinfect workbench at end of shift • WEEKENDS: <ul style="list-style-type: none"> ➤ Assist with the ordering and planting of samples ➤ Assist with the reading of gram stains • FIRST MONDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Perform monthly BACTEC FX maintenance

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SHIFT	DUTIES
<p>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 • Check URINE worklist • Check NOT COLLECTED worklist • Check NOT RECEIVED worklist • Check NOT PLATED worklist • Assist gram stain bench • Assist specimen receiving bench • Disinfect workbench at end of shift • TUESDAYS: <ul style="list-style-type: none"> ➤ Subculture weekly QC organisms • 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"> ➤ Perform PCR testing ➤ Check NOT COLLECTED, NOT RECEIVED and NOT PLATED worklists ➤ Assist with the ordering and planting of samples ➤ Assist with the reading of gram stains • FIRST MONDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Sub QC organisms from glycerol beads ➤ Change antibiotic disks

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SHIFT	DUTIES
<p style="text-align: center;">Receiving Bench</p>	<ul style="list-style-type: none"> • Plate positive blood cultures • Perform daily microbiology startup • Medipatient/accession/plant samples • Gram stain slides • Process positive blood cultures and read gram • Process <i>C.diff</i> testing upon arrival • Assist with reading gram stains • Assist other microbiology benches • Restock supplies • Disinfect workbench at end of shift • TUESDAYS: <ul style="list-style-type: none"> ➤ Rinse out gram stain bottles and let dry • WEDNESDAYS: <ul style="list-style-type: none"> ➤ Refill gram stain bottles. Filter crystal violet ➤ Perform weekly GX <i>C.diff</i> QC

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SHIFT	DUTIES
<p>PCR Bench</p>	<ul style="list-style-type: none"> • Perform daily PCR startup • Process accessioned PCR samples • Medipatient/accession any PCR samples • Check GeneXpert resulting worklist • Check TORCH resulting worklist • Store and log positive PCR samples • Assist gram stain bench • Assist specimen receiving bench • Disinfect TB Lab workbench at end of shift • Perform TB Lab shutdown • Perform Micro Lab shutdown • MONDAYS: <ul style="list-style-type: none"> ➤ Perform weekly GX-IV and GX-XVI maintenance ➤ Perform weekly TB Lab BSC maintenance ➤ Perform weekly GX-XVI SARS-CoV-2 QC ➤ Perform weekly GX-XVI MTB/RIF QC ➤ Perform weekly BF RP2.1 QC • FIRST MONDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly GX-IV and 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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DUTIES	
Weekly QC Bench	<ul style="list-style-type: none"> • 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 • Change incubator charts • Perform weekly CO₂ and O₂ incubator maintenance • Perform weekly Main Lab BSC maintenance • Perform weekly GX-IV <i>C.diff</i> QC • Perform weekly QC and result in TQC: <ul style="list-style-type: none"> ➤ Strep. grouping ➤ PYR ➤ M. Cat. ➤ BL ➤ ALA ➤ TXP ➤ MAST • FIRST WEDNESDAY OF MONTH: <ul style="list-style-type: none"> ➤ Perform monthly VITEK 2 maintenance ➤ Perform monthly incubator, fridge and freezer maintenance • FIRST WEDNESDAY OF AUGUST/FEBRUARY: <ul style="list-style-type: none"> ➤ Perform bi-annual incubator, fridge, freezer and Main Lab BSC maintenance

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SHIFT	DUTIES
Extra Duties	<ul style="list-style-type: none"> • Clean anaerobic jars and trays • Clean specimen receiving carts and racks • Stock microbiology lab supplies • Make extra biohazard waste boxes • Assist with inventory maintenance including the ordering of media/reagents/supplies and putting away orders received

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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