

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC10410 – Accessioning Microbiology CAP Surveys	Policy Number: 15-155-V1
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s): NA	
Effective Date: 12/04/2024	Next Review Date: 12/04/2026
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved: 12/04/2024
Accreditation Canada Applicable Standard: NA	

Uncontrolled When Printed

GUIDING PRINCIPLE:

CAP surveys provide external assessment challenges (EQA) for clinical microbiology laboratories. The program covers a wide variety of samples normally received by laboratories for respiratory viral testing, SARS-CoV-2 testing, MTB molecular testing and vaginitis screening.

The Stanton Territorial Hospital Microbiology Laboratory participates in the following CAP external assessment challenges:

1. NUCLEIC ACID AMPLIFICATION RESPIRATORY LIMITED-ID3
2. COV2Q-B 2022-SARS-CoV-2, Molecular Quality Cross Check SARS-CoV-2
3. MOLECULAR MTB DETECTION & RESISTANCE, 5 CHALLENGE-MTR5
4. VAGINITIS SCREEN, VIRTUAL GRAM STAIN-VS2

PURPOSE/RATIONALE:

This standard operating procedure describes how to accession CAP surveys in a standardized way so that results do not affect epidemiology statistics and so that patient specific system rules are applied correctly.

SCOPE/APPLICABILITY:

This standard operating procedure applies to Medical Laboratory Technologists (MLTs) processing competency survey specimens.

SAMPLE INFORMATION:

- Testing material consists of liquid samples and virtual gram stains
- Refer to the directions accompanying each survey for specimen handling

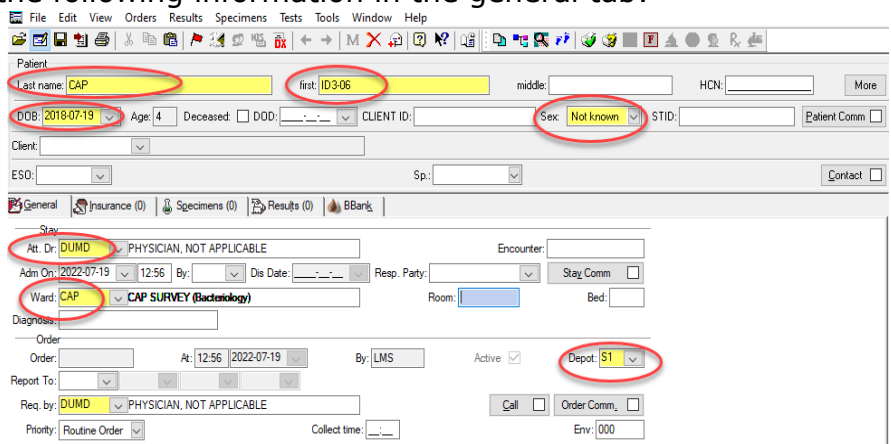
SPECIAL SAFETY PRECAUTIONS:

Containment Level 2 facilities, equipment, and operational practices for work involving infectious or potentially infectious materials or cultures:

- Ensure that appropriate hand hygiene practices be used
- Lab gown must be worn when performing activities with potential pathogens
- Gloves must be worn when direct skin contact with infected materials is unavoidable
- Eye protection must be used when there is a known or potential risk of exposure of splashes
- All procedures that may produce aerosols, or involve high concentrations or large volumes should be conducted in a biological safety cabinet (BSC)
- The use of needles, syringes and other sharp objects should be strictly limited

All patient specimens are assumed to be potentially infectious. Routine Practices must be followed. Since viable micro-organisms are used, all cultures must be handled with appropriate precautions. All equipment in contact with cultures should be decontaminated by appropriate methods.

PROCEDURE INSTRUCTIONS:

Step	Action
Ordering CAP samples in SoftMic	
1	In Order Entry, select "New" to create a new patient
2	<p>Fill out the following information in the general tab:</p>  <p>LAST NAME: CAP</p> <p>FIRST NAME: CAP Specimen No.</p> <p>AGE: Will not be indicated on the kit instructions. Use any age</p> <p>SEX: Will not be indicated on the kit instructions. Use not known</p> <p>ATTENDING DR.: DUMD</p> <p>WARD: CAP</p> <p>DEPOT: S1</p>

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.

3

Fill out the following information in the micro tab:

SCOV2 FLUAT FLURT RSVT HRET

Source: NS Nasopharyngeal Swab - TORCH

Site:

Add (F6) Collected by LMS at 06:33 2022-05-02

Add (F6) Received by LMS at 06:33 2022-05-02

Add (F6) Plated by LMS at 06:33 2022-05-02

Current antibiotic therapy

unk

Micro OE Comment

CLINICAL HISTORY: no clinical history provided

Study

CAP

Media/Due D&T Culture Comm Specimen Quality Order Comm

ORDER: Order the test specified on the CAP Kit Instructions

SOURCE: Will not be indicated on the kit instructions, use nasopharyngeal swab

COLLECTED/RECEIVED/PLATED: Add yourself

ANTIBIOTIC THERAPY: Choose unk

MICRO OE COMMENTS: Record the clinical history as no clinical history provided

STUDY: Select the study CAP

NOTE: Without this step, the specimen will not qualify to the review worklist

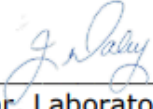
4

Place the requisition barcodes for all specimens accessioned on a separate piece of paper and attach to the paperwork that accompanied the survey. Place all papers on the Dark Room bench.

APPROVAL:

April 12, 2024

Date



Director, Laboratory and Diagnostic Imaging Services

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	19 Jul 22	Initial Release	L. Steven
2.0	19 Feb 24	Procedure reviewed	L. Steven

Disclaimer Message: This is a **CONTROLLED** document for internal use only. Any documents appearing in paper form are not controlled and should be checked against the electronic file version prior to use.