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Document Name:
Wednesday QC Job Aid

Distribution:
Microbiology Quality Control Manual

Document Number:
MIC60012

Date Issued:
February 19, 2020

Uncontrolled When Printed

Step	Action
Wednesday Quality Control Bench	
1	Gather reagents and supplies for QC testing including: <ul style="list-style-type: none">➤ 7-BA plates (TXP and VITEK PP)➤ 19-MHP plates (KB, ETEST, MAST)➤ 7-MHB plates (KB, ETEST)➤ 6-HTM (KB, ETEST)➤ 2-THIO broths➤ 5-GP67 VITEK cards➤ 3-N390 VITEK cards➤ 3-ST03 VITEK cards➤ Any new shipments of VITEK cards that need to be QC'd➤ PYR, TXP, BL, MAST, Strep Latex and KB disks
2	Gather ETEST strips from refrigerator including: <ul style="list-style-type: none">➤ AC=1➤ CT=2➤ TX=3➤ AM=5➤ PG=3➤ VA=3➤ CI=2➤ OX=2➤ XM=2
3	Order sterility testing for VITEK 2 dispensette and the GAS dispensette and label THIO broths.
4	Label media for ETEST strip testing, KB disk testing, MAST disk testing and TXP disk testing
5	Perform instrument monthly maintenance if required including: VITEK 2, BACTEC FX, GeneXpert and BIOFIRE TORCH
6	Perform VITEK 2 quality control: <ul style="list-style-type: none">➤ Fill out VITEK 2 QC Results form
7	Perform PCR quality control as per schedule: <ul style="list-style-type: none">➤ Fill out applicable QC Results form
8	Inoculate media for ETEST strip and KB disk QC testing
9	Inoculate media for MAST disk and TXP disk testing
10	Inoculate THIO broths from the VITEK 2 dispensette and from the GAS dispensette. After inoculation, store broths in the "Dispensette Sterility" rack in the O₂ incubator
11	Place KB disks, ETEST strips, MAST disks and TXP disks on plates: <ul style="list-style-type: none">➤ Incubate MHP in O₂ incubator➤ Incubate MHB and HTM in lower CO₂ incubator
12	Perform and record results of quality control testing for: <ul style="list-style-type: none">➤ PYR, BL and Strep Latex
13	Perform weekly, monthly, and biannual maintenance on refrigerators, incubators, the ultra-low freezer and the BSCs in the Microbiology Work Room and the TB Work Rooms

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FILENAME: MIC60012-Wednesday QC Job Aid

Print Date: 2024-09-18 9:27 AM