



Stanton Territorial Hospital
P.O. Box 10, 550 Byrne Road
YELLOWKNIFE NT X1A 2N1

Document Name:
Wednesday QC Job Aid

Distribution:
Microbiology Quality Control Manual

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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	Label media for ETEST strip testing, KB disk testing, MAST disk testing and TXP disk testing
4	Perform weekly GeneXpert maintenance
5	Perform instrument monthly maintenance as per schedule: <ul style="list-style-type: none">➤ Includes VITEK 2, BACTEC FX, GeneXpert and BIOFIRE TORCH
6	Perform VITEK 2 quality control: <ul style="list-style-type: none">➤ Begin filling out MIC60032-QC Results Record-VITEK 2
7	Perform PCR quality control as per schedule: <ul style="list-style-type: none">➤ Fill out applicable QC Results form
8	Order sterility testing for VITEK 2 dispensette and GAS dispensette and label THIO broths.
9	Inoculate THIO broths from the VITEK 2 dispensette and from the GAS dispensette: <ul style="list-style-type: none">➤ Store inoculated broths in the "Dispensette Sterility" rack in the O₂ incubator
10	Inoculate media for ETEST strip testing, KB disk testing, MAST disk testing and TXP disk testing
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: <ul style="list-style-type: none">➤ Refrigerators, incubators, the ultra-low freezer and both micro BSCs

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