

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	

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**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 microbiology 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

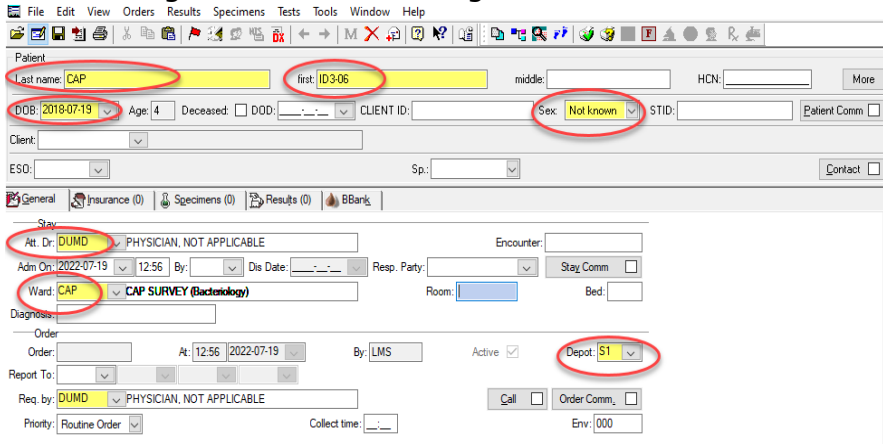
## SPECIAL SAFETY PRECAUTIONS:

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


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3	<p>Fill out the following information in the micro tab:</p> <p>SCOV2 FLUAT FLURT RSVT HBET</p> <p>Source: <span style="background-color: yellow;">NS</span> <span style="border: 1px solid black; padding: 2px;">Nasopharyngeal Swab - TORCH</span></p> <p>Site: <span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span></p>
	<p> <span>Add (F6)</span>    Collected by <span style="border: 1px solid black; padding: 2px;">LMS</span> at <span style="border: 1px solid black; padding: 2px;">06:33</span> <span style="border: 1px solid black; padding: 2px;">2022-05-02</span>  <span>Add (F6)</span>    Received by <span style="border: 1px solid black; padding: 2px;">LMS</span> at <span style="border: 1px solid black; padding: 2px;">06:33</span> <span style="border: 1px solid black; padding: 2px;">2022-05-02</span>  <span>Add (F6)</span>    Plated by <span style="border: 1px solid black; padding: 2px;">LMS</span> at <span style="border: 1px solid black; padding: 2px;">06:33</span> <span style="border: 1px solid black; padding: 2px;">2022-05-02</span> </p>
	<p>Current antibiotic therapy</p> <p><span style="background-color: yellow;">unk</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span></p> <p><span style="border: 1px solid black; display: inline-block; width: 150px; height: 20px;"></span></p>
	<p>Micro OE Comment</p> <p><span style="background-color: yellow;">CLINICAL HISTORY: no clinical history provided</span> <span style="border: 1px solid black; padding: 2px;"></span></p>
	<p>Study</p> <p><span style="border: 1px solid black; padding: 2px;">CAP</span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span> <span style="border: 1px solid black; padding: 2px;"></span></p>
	<p> <span>Media/Due D&amp;T</span>    <span>Culture Comm <input type="checkbox"/></span>    <span>Specimen Quality <input type="checkbox"/></span>    <span>Order Comm. <input type="checkbox"/></span> </p>
	<p><b>ORDER:</b> Order the test specified on the CAP Kit Instructions</p> <p><b>SOURCE:</b> Will not be indicated on the kit instructions, use nasopharyngeal swab</p> <p><b>COLLECTED/RECEIVED/PLATED:</b> Add yourself</p> <p><b>ANTIBIOTIC THERAPY:</b> Choose unk</p> <p><b>MICRO OE COMMENTS:</b> Record the clinical history as no clinical history provided</p> <p><b>STUDY:</b> Select the study CAP</p> <p><b>NOTE:</b> Without this step, the specimen will not qualify to the review worklist</p>
4	<p>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.</p>

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