

PROGRAM Standard Operating Procedure – Laboratory Services	
Title: MIC90400 – STH Microbiology Laboratory-Bench Duties	Policy Number:
Program Name: Laboratory Services	
Applicable Domain: Lab, DI and Pharmacy Services	
Additional Domain(s): NA	
Effective Date:	Next Review Date:
Issuing Authority: Director, Laboratory and Diagnostic Imaging Services	Date Approved:
Accreditation Canada Applicable Standard: N/A	

GUIDING PRINCIPLE:

Specific microbiology lab duties are delegated as part of each bench assignment. Each bench will complete and sign off duties on the applicable bench duties checklist on a daily basis. If any duties cannot be completed, staff must promptly seek assistance from another microbiology MLT on duty or the Technical Supervisor, Microbiology, prior to the end of their shift.

PURPOSE/RATIONALE:

This standard operating procedure lists the specific duties for each microbiology laboratory bench assignment.

SCOPE/APPLICABILITY:

This standard operating procedure applies to Medical Laboratory Technologists (MLTs) in the microbiology assigned to specific benches.

SHIFT	DUTIES
Wound Bench	<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 BLOODS_POSITIVE resulting worklist• Check REFERRAL_STH resulting worklist• Check BLOODS_NEGATIVE resulting worklist• Check WOUNDS resulting worklist• Check GRAMS resulting worklist• Assist reading gram stains/BV screens• Assist specimen receiving bench• Disinfect workbench at end of shift• WEEKENDS:<ul style="list-style-type: none">➤ Normal wound bench duties➤ Assist specimen receiving bench➤ Assist reading gram stains/BV screens

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SHIFT	DUTIES
Receiving Bench	<ul style="list-style-type: none">• Perform Micro room AND TB room startup• Process positive blood cultures and read gram• Medipatient/accession/plant samples• Gram stain slides• Process batch of PCR samples• Process <i>Trichomonas</i> screen testing• Check NOT COLLECTED receiving worklist• Check NOT RECEIVED receiving worklist• Check NOT PLATED receiving worklist• Check NML Referred resulting worklist• Assist reading gram stains/BV screens• Assist other microbiology benches• Restock supplies• Disinfect workbench at end of shift• MONDAYS:<ul style="list-style-type: none">➤ Plate, package and send out HPV samples➤ Check problem bucket➤ Swap out THIO in eye kit• 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

SHIFT	DUTIES
<p style="text-align: center;">Urine Bench</p>	<ul style="list-style-type: none"> • Complete urine bench • Sub LIM broths to GBS agar at 2:00 pm • Process batches of PCR samples • Read gram stains/BV screens • Process <i>Trichomonas</i> screen testing • Check URINES resulting worklist • Check THROATS resulting worklist • Check GENEXPERT resulting worklist • Check TORCH resulting worklist • Check BVS resulting worklist • Check TRICH resulting worklist • Assist specimen receiving bench • Disinfect workbench at end of shift • Perform Micro room AND TB room shutdown • 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"> ➤ Check NOT COLLECTED receiving worklist ➤ Check NOT RECEIVED receiving worklist ➤ Check NOT PLATED receiving worklist • FIRST MONDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Sub QC organisms from glycerol beads ➤ Change antibiotic disks • THIRD MONDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Sub SPN QC organism from glycerol beads

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SHIFT	DUTIES
<p style="text-align: center;">Weekly QC Bench</p>	<ul style="list-style-type: none"> • Perform weekly dispensette sterility testing • Perform weekly GX-XVI maintenance • Perform weekly BF maintenance • Perform weekly CO₂ and O₂ incubator maintenance • Perform weekly Main and TB room BSC maintenance • Perform weekly QC and result in TQC: <ul style="list-style-type: none"> ➤ VITEK 2 ➤ MAST ➤ PYR ➤ KB ➤ BL ➤ Strep. ➤ ET ➤ TXP • FIRST WEDNESDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Perform monthly VITEK 2 maintenance ➤ Perform monthly BACTEC FX maintenance ➤ Perform monthly <i>C. diff</i> QC • SECOND WEDNESDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Perform monthly GX-XVI maintenance ➤ Perform monthly MTB QC • THIRD WEDNESDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Perform monthly BF maintenance ➤ Perform monthly RP2.1 QC • FOURTH WEDNESDAY OF THE MONTH: <ul style="list-style-type: none"> ➤ Perform monthly incubator, fridge and freezer maintenance in Micro room and TB room • FIRST WEDNESDAY OF AUGUST/FEBRUARY: <ul style="list-style-type: none"> ➤ Perform bi-annual incubator, fridge, freezer and Main room and TB room BSC maintenance

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SHIFT	DUTIES
Extra Duties	<ul style="list-style-type: none"> • Friday jobs • 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 • Reconcile referral reports received • Reconcile referral reports pending

CROSS REFERENCES:

- MIC90410-Wound Bench Duties Checklist
- MIC90420-Urine Bench Duties Checklist
- MIC90440-Receiving Bench Duties Checklist
- MIC90450-QC Bench Duties Checklist
- MIC90460-Friday Duties Checklist
- MIC90600-Microbiology Lab Startup Job Aid
- MIC90610-Microbiology Lab Shutdown Job Aid

APPROVAL:

Date

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	26 Apr 2017	Initial Release	L. Steven
2.0	02 Oct 2019	Update to reflect workflow for new urine chromogenic plates	L. Steven
3.0	09 Oct 2020	Update to reflect COVID testing	L. Steven
4.0	30 Jan 2022	Procedure reviewed and added to NTHSSA policy template	L. Steven
5.0	24 Sep 2024	Procedure reviewed	L. Steven

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