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Urine Bench Duties Checklist

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Microbiology Administration Manual

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Urine Bench Duties Checklist **Month:** **Year:**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Daily Duties																															
Complete urine bench																															
Sub LIM broth at 2:00																															
Process PCR samples																															
Read gram stains/BV																															
Process Trich screens																															
Check **URINES**																															
Check **THROATS**																															
Check **GENEXPERT**																															
Check **TORCH**																															
Check **BV SCREENS**																															
Check **TRICH SCREENS**																															
Weekly Duties (Tuesdays and Thursdays)																															
Subculture QC orgs																															
Review weekly VITEK 2 QC and complete form																															
Read weekly KB, ET, MAST and TXP QC																															
Monthly Duties (First Monday of the month)																															
Sub QC beads																															
Change antibiotic disks																															
Bi-Monthly Duties (Third Monday of the month)																															
Sub SPN from beads																															

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