

## TRAINING UPDATE

**Lab Location:** SGAH & WAH  
**Department:** Micro

**Date Distributed:** 10/22/2014  
**Due Date:** 11/30/2014  
**Implementation:** 12/1/2014

### DESCRIPTION OF PROCEDURE REVISION

<b>Name of procedure:</b>
<b>Microbiology Shift Log    AG.F309.0</b>
<b>Description of change(s):</b>
<p>New standardized shift log for micro bench. Will replace the SGAH and WAH site versions currently in use</p> <p><b>This FORM will be implemented on December 1, 2014</b></p>

Document your compliance with this training update by taking the quiz in the MTS system.

Date \_\_\_\_\_

**Microbiology Shift Log** SGAH  WAH

	First shift (initial each after performed)	Second shift (initial each after performed)	Third shift (initial each after performed)
<b>Weekly</b> – Monday -- Sub stock organisms, Occult blood QC			
Tuesday – Check growth of stock orgs, check BACTEC filters			
Friday – Wescor/Previ stainer maintenance			
<b>Daily</b> - Enter <b>Newborn Screen</b> Results (WAH only)			
<b>MRSA:</b> set up, read 24 hr plates, call positives (11:00 AM, 7:00 PM, 3:00 AM)			
<b>C diff:</b> set up 11:00 AM, 7:00PM, 3:00 AM , Call positives			
<b>Blood Cultures: NOS</b> Blood culture plates- read and workup before doing MNG			
Print and attach BACTEC <b>Current Positive Report</b> at 2:00pm, 10:30pm, and 5:30 am (cutoff times for working up positives) and attach. (From BACTEC computer, esc., esc, F7, arrow to "Current Positive," Type "Y," F10 to print report and attach to shift log)			
BACTEC: remove final negative bottles			
<b>MNG:</b> Report NG bld cult using MNG			
Chk automatic <b>Aging Report</b> and investigate any culture on report			
<b>Gram stains:</b> read, result, file slides, Call positive sterile body fluids			
<b>Gram Stainer maintenance</b> performed and Log Completed			
<b>Instrument Status/Downtime.</b> Send mailbox to L-QA in Sunquest			
<b>Reagents:</b> Expired reagent check.			
All reagents stocked.			
Dayshift ensure sufficient reagent for all shifts for Wescor/Previ stainer			
Reagent cross checks performed			
<b>QC:</b> Required QC Run and Recorded (Gram stain, rapid antigen tests)			
List QC Exceptions on Action Log			
Perform external QC for antigen tests on 1 <sup>st</sup> of each month			
<b>Malaria</b> Read. If yes, All shifts check to be sure QC is recorded Report any Pending			
<b>Benches</b> decontaminated			
<b>Hood:</b> BSC function checks and maintenance performed and documented			
<b>Media/supplies:</b> stock, discard outdated media, notify supervisor via mailbox if supplies are needed. Check outdates for <b>MRSA Chromagar, RhambaChrome, TSA, SMA</b> and order 2 weeks prior to outdate due to long lead times			
Print and attach <b>Overdue Logs</b> for <b>Antigen</b> testing, <b>Malaria, MRSA, CDIF:</b> WAH and ARH (WRAP and DIRECT) SGAH and ARH (SIM2 and DIRECT) Func OL, HOSP WAH and ARH or SGAH and ARH, Worksheet WAHMC or SGMC (Day shift only)			
Print and attach <b>ROB Pending Log</b> for Blood cultures and send out tests: Func ROB, Reports, Pending, Hosp: WAH and ARH or SGAH and ARH			
Print <b>Unreceived Log</b>			
TAT issues (Send Mailbox to L-QA)			
Specimens properly stored			
End of shift status/comments (continue on back if space needed)			
Shift hand off	Initials: 1 <sup>st</sup> _____ 2 <sup>nd</sup> _____	Initials: 2 <sup>nd</sup> _____ 3 <sup>rd</sup> _____	Initials: 3 <sup>rd</sup> _____ 1 <sup>st</sup> _____