

TRAINING UPDATE

Lab Location: SGMC & WAH
Department: Core Lab

Date Distributed: 9/28/2016
Due Date: 10/12/2016
Implementation: 10/12/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Microbiology Shift Log AG.F309.1
Description of change(s):
Updated to match practice This revised LOG will be implemented on October 12, 2016

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

Date _____

Microbiology Shift Log SGMC WAH

	First shift (initial each after performed)	Second shift (initial each after performed)	Third shift (initial each after performed)
Weekly – Monday – Sub stock organisms, Occult blood QC			
Tuesday – Check growth of stock orgs, check BACTEC filters			
Thursday – Perform blood culture volume check			
Friday – Wescor/Previ stainer maintenance			
Daily - Enter Newborn Screen Results (WAH only)			
MRSA: set up, read 24 hr plates, call positives (11:00 AM, 7:00 PM, 3:00 AM)			
C diff: set up 11:00 AM, 7:00PM, 3:00 AM , Call positives			
Blood Cultures: NOS Blood culture plates- read and workup before doing MNG			
Print and attach BACTEC Current Positive Report 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			
Report NG bld cult using Auto no growth function			
Check automatic Agging Report and investigate any culture on report			
Gram stains: read, result, file slides, Call positive sterile body fluids			
Gram Stainer maintenance performed and Log Completed			
Instrument Status/Downtime. Send mailbox to L-QA in Sunquest			
Reagents: Expired reagent check.			
All reagents stocked.			
Dayshift ensure sufficient reagent for all shifts for Wescor/Previ stainer			
Reagent cross checks performed			
QC: Required QC Run and Recorded (Gram stain, rapid antigen tests)			
List QC Exceptions on Action Log			
Perform external QC for antigen tests when required			
Malaria Read. If yes, All shifts check to be sure QC is recorded Report any Pending			
Benches decontaminated			
Hood: BSC function checks and maintenance performed and documented			
Media/supplies: stock, discard outdated media, notify supervisor via mailbox if supplies are needed.			
Print and attach Overdue Logs for Antigen testing, Malaria , MRSA , CDIF: WAH and ARH SGAH, ABH and ARH			
Print and attach ROB Pending Log for Blood cultures and send out tests:			
Print Unreceived Log			
TAT issues (Send Mailbox to L-QA)			
Specimens properly stored			
End of shift status/comments (continue on back if space needed)			
	Initials: 1 st _____ 2 nd _____	Initials: 2 nd _____ 3 rd _____	Initials: 3 rd _____ 1 st _____