

## TRAINING UPDATE

**Lab Location:** SGMC & WAH  
**Department:** Core Lab

**Date Distributed:** 11/14/2018  
**Due Date:** 12/1/2018  
**Implementation:** 12/1/2018

### DESCRIPTION OF REVISION

<b>Name of procedure:</b>
<b>Microbiology Shift Log AG.F309.2</b>
<b>Description of change(s):</b>
Updated for new instrument / tests and to clarify other tasks
<b>This revised FORM will be implemented on December 1, 2018</b>

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)
<b>Weekly</b> – Monday – Sub stock organisms, Occult blood QC			
Tuesday – Check growth of stock orgs, check BACTEC filters			
Wednesday – Perform Cepheid weekly maintenance			
Thursday – Perform blood culture volume check			
Friday – Wescor/Previ stainer maintenance			
<b>Daily</b>			
PCR daily QC			
<b>Blood Cultures:</b> Read NOS plates, gram stain, record and call if growth. Must be done <b>BEFORE</b> updating negative cultures			
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)			
Update NG bld cult using Auto no growth function in Sunquest			
Check automatic <b>Aging Report</b> and investigate and resolve any culture on report			
BACTEC: Remove final negative bottles from BACTEC			
<b>Gram stains:</b> read, result, file slides, Call positive sterile body fluids			
<b>Gram Stainer maintenance</b> perform maintenance and document on Log			
<b>QC:</b> Required QC Run and Recorded (Gram stain, rapid antigen tests)			
List QC Exceptions on Action Log			
<b>Malaria:</b> Stain, Read, Call Positives, Document Stain QC, Refer to SOP for Reporting Positives to County and State, Track and send slides to other site when necessary			
<b>Benches</b> decontaminated			
<b>Biosafety Hood (BSC)</b> Perform and Document Function check and Maintenance			
<b>Media/supplies, reagents:</b> stock, discard outdated media, notify supervisor and/or lead tech if supplies are needed			
Print and attach <b>Overdue Logs</b> for <b>Antigen</b> testing, <b>Malaria</b> and tests Sent to Chantilly WAH and ARH SGAH, ABH and ARH Call Chantilly Micro to resolve overdue tests			
Obtain <b>ROB Pending Log</b> from Processing for Blood cultures and other Micro send out tests: Resolve tests on log.			
Print <b>Unreceived Log</b>			
Notify QA Dept of TAT issues (Send Mailbox to L-QA)			
Specimens properly stored, trash emptied, slides filed			
End of shift status/comments (continue on back if space needed)			
	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> _____