## TRAINING UPDATE

Lab Location: Department: SGMC & WOMC Core lab

Date Distributed:	1/24/2020
Due Date:	2/24/2020
Implementation:	1/27/2020

## **DESCRIPTION OF PROCEDURE REVISION**

Name of procedure:

## Microbiology Shift Log AG.F309.3

**Description of change(s):** 

- Reformatted instruction at top for documenting with tech code as duties are completed
- Removed 'check BACTEC filters' (under Weekly on Tuesdays)
- Under Daily section:
  - Replaced 'PCR daily QC' with 'Cepheid maintenance'
  - Removed instructions for Bactec positive report
  - Deleted 'check for automatic aging report'
- Replaced initialing with using tech code as employee identifier

This revised Log will be implemented on January 27, 2020

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

Record your tech code for each item after it is performed    First shift    Second shift    Third sh      Weekly - Monday - Sub stock orgas    -	te Microbiology Shift Log		C	$\Box$ SGMC $\Box$ WOMC	
Tuesday - Check growth of stock orgs  Image: Check growth of stock orgs    Wednesday - Perform Cepheid weekly maintenance  Image: Check growth of stock orgs    Thursday - Perform blood culture volume check  Image: Check growth of stock orgs    Friday - Wescor/Previ stainer maintenance  Image: Check growth of stock orgs    Daily  Image: Check growth of stock orgs    Cepheid Maintenance  Image: Check growth of stock orgs    Blood Cultures: Read NOS plates, gram stain, record and call if growth. Must be done BEFORE  Image: Check growth of stock orgs    updating negative cultures:  Image: Check growth function in Sunquest  Image: Check growth function in Sunquest    BACTEC: Remove final negative bottles from BACTEC  Image: Check growth function in Sunquest  Image: Check growth function in Sunquest    BACTEC: Remove final negative bottles from BACTEC  Image: Check growth function in Sunquest  Image: Check growth function in Sunquest    Gram Staine: maintenance perform maintenance and document on Log  Image: Check growth function in Sunguest  Image: Check growth function in Sunguest    QC: Required QC Run and Recorded (Gram stain, rapid antigen tests)  Image: Check growth function check and Maintenance  Image: Check growth function check and Maintenance    Malaria: Stain, Read, Call Positives, Document Stain QC, Refer to SOP for Reporting Positives to Chantilly  Image: Check		First shift	Second shift	Third shift	
Wednesday – Perform Cepheid weekly maintenance  Image of the second o	Weekly – Monday – Sub stock organisms, Occult blood QC				
Thursday – Perform blood culture volume check  Friday – Vescor/Previ stainer maintenance    Paily  Image: Cepheid Maintenance    Cepheid Maintenance  Image: Cepheid Maintenance    Blood Cultures:  Read NOS plates, gram stain, record and call if growth. Must be done BEFORE    updating negative cultures  Image: Cepheid Maintenance    Print and attach BACTEC Current Positive Report at 2:00pm, 10:30pm, and 5:30 am  Image: Cepheid Maintenance    BACTEC:  Remove final negative bottles from BACTEC  Image: Cepheid Maintenance    Gram stains: read, result, file slides, Call positive sterile body fluids  Image: Cepheid Maintenance  Image: Cepheid Maintenance    QC:  Required QC Run and Recorded (Gram stain, rapid antigen tests)  Image: Cepheid Maintenance  Image: Cepheid Maintenance    Malaria:  Stain, Read, Call Positives, Document Stain QC, Refer to SOP for Reporting Positives to  Image: County and State, Track and send slides to other site when necessary  Image: Cepheid Maintenance  Image: Cepheid Maintenance    Media/supplies, reagents:  Stain QC, Refer to SOP for Reporting Positives to  Image: Cepheid Maintenance  Image: Cepheid Maintenance    Media/supplies, reagents:  Stain QC, Refer to SOP for Reporting Positives to  Image: Cepheid Maintenance  Image: Cepheid Maintenance    Media/supplies, reagents: <td>Tuesday – Check growth of stock orgs</td> <td></td> <td></td> <td></td>	Tuesday – Check growth of stock orgs				
Friday - Wescor/Previ stainer maintenance	Wednesday – Perform Cepheid weekly maintenance				
Daily	Thursday – Perform blood culture volume check				
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Blood Cultures: Read NOS plates, gram stain, record and call if growth. Must be done BEFORE	Daily				
updating negative cultures	Cepheid Maintenance				
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BACTEC: Remove final negative bottles from BACTEC					
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QC: Required QC Run and Recorded (Gram stain, rapid antigen tests)	Gram stains: read, result, file slides, Call positive sterile body fluids				
List QC Exceptions on Action Log	Gram Stainer maintenance perform maintenance and document on Log				
List QC Exceptions on Action Log	OC: Required OC Run and Recorded (Gram stain, rapid antigen tests)				
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County and State, Track and send slides to other site when necessary  Image: County and State, Track and send slides to other site when necessary    Benches decontaminated  Image: County and Document Function check and Maintenance  Image: County and State, Track and send slides to other state and tests and tests and on the supplies, reagents: stock, discard outdated media, notify supervisor and/or lead tech if supplies are needed  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Antigen testing, Malaria and tests Sent to Chantilly  Image: County and Attach Overdue Logs for Processing for Blood cultures and other Micro send out tests:  Image: County and tests on log.  Image: Co	List QC Exceptions on Action Log				
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supplies are needed	Biosafety Hood (BSC) Perform and Document Function check and Maintenance				
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