

## TRAINING UPDATE

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

**Date Distributed:** 12/2/2021  
**Due Date:** 12/31/2021

### DESCRIPTION OF REVISION

**Name of procedure:**

**Microbiology Shift Log AG.F309 v4**

**Description of change(s):**

Added the following instruction:

Document EVERY blood culture not pulled within 60 min and REASON for delay

Why the change?

The logs will be pulled for a focus review to determine exactly what is occurring at the bench level for each instance. This data can be used to make improvements that will help us to reach our metric.

**This revised FORM will be implemented on December 15, 2021**

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

Date

## Microbiology Shift Log

 SGMC  WOMC

Record your tech code for each item after it is performed	First shift	Second shift	Third shift
<b>Weekly</b> – Monday – Sub stock organisms, Occult blood QC			
Tuesday – Check growth of stock orgs			
Wednesday – Perform Cepheid weekly maintenance			
Thursday – Perform blood culture volume check			
Friday – Wescor/Previ stainer maintenance			
<b>Daily</b>			
Cepheid Maintenance			
<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			
Update NG bld cult using Auto no growth function in Sunquest			
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 stock, discard outdated media, notify supervisor and/or lead tech if supplies are needed			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 testing, Malaria and tests Sent to Chantilly</b> 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 and technical supervisor) Document <b>EVERY</b> blood culture not pulled within 60 min <b>and REASON</b> for delay			
Specimens properly stored, trash emptied, slides filed			
End of shift status/comments (continue on back if space needed)			
	Tech codes: 1 <sup>st</sup> 2 <sup>nd</sup>	Tech codes: 2 <sup>nd</sup> 3 <sup>rd</sup>	Tech codes: 3 <sup>rd</sup> 1 <sup>st</sup>