

RUSH COPLEY MEDICAL CENTER
LIMITED MICRO STAFF - MICROBIOLOGY CHECKLIST

REVIEW EACH JOB DUTY ASSOCIATED WITH MICROBIOLOGY AND INITIAL EACH TASK THAT YOU ARE REQUIRED TO PERFORM AND COMPETENT TO PERFORM. DO NOT INITIAL ANY TASK YOU ARE NOT COMFORTABLE PERFORMING WITHOUT ADDITIONAL TRAINING.

NAME: Haven Barry

I. CERNER FUNCTIONALITY

- A. ORV STATUS OF "PENDING" MEANS SPECIMEN HAS BEEN LOGGED INTO MICROBIOLOGY
- B. MICROBIOLOGY SPECIMEN LOGIN
 - 1. LOCATION MICRO
 - 2. PERFORMED IMMEDIATELY BEFORE SPECIMEN PLATING OR LOADING BACTEC BOTTLES.
 - 3. VERIFY ADEQUATE DESCRIPTION IS PRESENT IN SOURCE, BODY SITE OR FREETEXT SOURCE. SOURCES SUCH AS TISSUE, WOUND, FLUID, OTHER ETC. ARE INADEQUATE. UPDATE SOURCE/BODY SITE/OR FREETEXT SOURCE DURING MICRO LOGIN.
 - 4. VERIFY SITE WRITTEN ON BLOOD CULTURE BOTTLE MATCHES SITE IN LIS. CHANGE IF REQUIRED.
- C. REJECTING/CANCELLING TESTS
- D. MANUAL EXPEDITING OF RESULTS

II. SPECIMEN PROCESSING – APPROPRIATE MEDIA, INCUBATION, PREPARATION, SMEARS AND SPECIAL TECHNIQUES FOR THE FOLLOWING CULTURE TYPES

- A. BODY FLUIDS
 - 1. SPINDOWN TECHNIQUE 2500RPM FOR 15MIN
 - 2. CLEAR FLUIDS VS. PURULENT FLUIDS
 - 3. VOLUME FOR SPINDOWN ≥ 1.0 ML
 - 4. USE PELLETT FOR CULTURES
- B. CATHETER TIPS
- C. CSF – NOTIFY TECHNOLOGIST IMMEDIATELY TO PROCESS
- D. EAR
- E. ENVIRONMENTAL WATER N/A
- F. EYE
- G. BETA STREP GENITAL
- H. BETA STREP THROAT
- I. BRONCHIAL WASH
- J. GENITAL
- K. GC
- ~~L. NASAL~~
- M. SPUTUM/TRACHAEAL ASPIRATES
 - 1. USE BLOODY, PURULENT MATERIAL NOT FOAMY SALIVA.
- N. STOOL
 - 1. CAMPYLOBACTER POUCH AND INCUBATION 42C INCUBATOR
 - a. USE OF DUMMY PLATE
 - b. USE OF WET PAPER TOWEL
 - 2. GN BROTH INCUBATION- ~~ROOM TEMP~~ 37C
- O. THROAT
- P. TISSUE
 - 1. USE OF TISSUE GRINDER
 - 2. VERIFY PATHOLOGY HAS TISSUE BEFORE GRINDING THE ENTIRE SAMPLE.
- Q. URINE
- R. RESPIRATORY

- 12/14 S. WOUNDS
 - 12/14 1. PROPER PLATING/GRAM STAIN TECHNIQUES FOR DOUBLE SWAB VS SINGLE SWAB.
 - 12/14 2. CHECK SWAB CONTAINER FOR POSSIBLE TISSUE.
- 12/14 T. CULTURE MRSA SCREEN - APPROPRIATE SOURCES INCLUDE AXILLARY, GROIN, RECTAL, MISC.

III. RAPID TESTING

- 12/14 A. MRSA SCREEN/STREP B PCR
- 12/14 B. RAPID FLU A/B PCR
- 12/14 C. RAPID RSV
- 12/14 D. RAPID STREP A
- 12/14 E. GASTROCCULT
- 12/14 ~~F. OCCULT BLOOD UA~~
- 12/14 G. STOOL WBC-SLIDE PREPERATION
- 12/14 H. KOH/TRICH WET PREPS
- 12/14 I. ROTAVIRUS
- 12/14 J. C DIFFICILE TOXIN PCR
- 12/14 K. EC SHIGA TOXIN

IV. MISC

- 12/14 A. STAT GRAM STAIN REPORTING
- 12/14 B. PERFORM CSF GRAM STAIN FROM SPIN DOWN PELLETT
- 12/14 C. BLOOD CULTURE INSTRUMENT
 - 1. LOADING/REMOVING POSITIVES
 - 2. PROCESSING POSITIVES
 - 3. PROCESSING NOS
- 12/14 D. CRITICAL VALUES

I WISH TO RECEIVE FURTHER TRAINING FOR THE FOLLOWING PROCEDURES/COMMENTS:

I HAVE BEEN SHOWN AND UNDERSTAND THE PROCEDURES AND PROTOCOLS FOR THOSE TESTS WITH MY INITIALS AFTER THEM

Kellen Bay 8/18/15
 employee signature date

I HAVE OBSERVED/VERIFIED THIS EMPLOYEE SATISFACTORILY PERFORM THE ABOVE INDICATED PROCEDURES AND APPROVE HIM/HER TO CONTINUE PROCESSING MICROBIOLOGY SAMPLES.

J. and Fishette MT/ASCP 8/17/15 Chuck O 8/18/15
 supervisor signature date

6 MONTH SKILLS ASSESSMENT
 ___ SATISFACTORY PERFORMANCE

___ IMPROVEMENT/ ADDITIONAL TRAINING REQUIRED (SPECIFY)

Kellen Bay 2/5/16 Chuck O 2/5/16
 employee signature date supervisor signature date
 S/Micro P&P/Limited Micro Competency