

RUSH COPLEY MEDICAL CENTER
LCC STAFF – MICROBIOLOGY SETUPS 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: WANDA DAVIS

- I. SOFT FUNCTIONALITY
 - A. RECEIVING WORKLISTS – USED FOR TRACKING SPECIMENS
 1. NOT COLLECTED – THESE TESTS WILL AUTOCANCEL AFTER VARYING TIME PERIODS.
 2. NOT RECEIVED – SAMPLES THAT HAVE BEEN COLLECTED WITH HANDHELDS BUT NOT RECEIVED BY LCC YET. IF COLLECTED MORE THAN A FEW HOURS AGO AND NOT RECEIVED THESE MUST BE INVESTIGATED.
 3. NOT PLATED – THESE SPECIMENS SHOULD BE IN MICRO WAITING TO BE SET UP OR WAITING TO BE BROUGHT INTO MICRO FROM TUBE STATION. INVESTIGATE ANY NOT PLATED SPECIMENS.
 4. PERIODICALLY CHECK THESE WORKLISTS THROUGHOUT SHIFT.
 - B. MICROBIOLOGY SPECIMEN PLATING
 1. PERFORMED IMMEDIATELY BEFORE SPECIMEN PLATING OR LOADING BACTEC BOTTLES.
 2. 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 PLATING.
 - C. REJECTING/CANCELLING TESTS
 - D. FAXING OF RESULTS THROUGH LAB QUERY – INSTANT REPORT

- 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 PELLET FOR CULTURES
 5. QNS FOR SPINDOWN PROCEDURE-NO SPIN COMMENT
 - B. CATHETER TIPS
 - C. CSF – NOTIFY TECHNOLOGIST IMMEDIATELY TO PROCESS
 - D. EAR
 - E. ENVIRONMENTAL WATER
 - F. EYE
 - G. BETA STREP GROUP A CULTURE *WD 1-15-16*
 - H. BETA STREP GROUP B CULTURE
 - I. GENITAL
 - J. GC
 - K. SPUTUM/TRACHEAL ASPIRATES/RESPIRATORY
 1. USE BLOODY, PURULENT MATERIAL NOT FOAMY SALIVA.
 - L. 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
- M. TISSUE
 - 1. USE OF TISSUE GRINDER
 - 2. VERIFY PATHOLOGY HAS TISSUE BEFORE GRINDING THE ENTIRE SAMPLE.
- N. URINE *UMP 1-15-16*
- O. WOUNDS
 - 1. PROPER PLATING/GRAM STAIN TECHNIQUES FOR DOUBLE SWAB VS SINGLE SWAB.
 - 2. CHECK SWAB CONTAINER FOR POSSIBLE TISSUE.
- P. CULTURE MRSA SCREEN – APPROPRIATE SOURCES INCLUDE AXILLARY, GROIN, RECTAL, MISC.

III. MISC

- A. PROPER STORAGE REQUIREMENTS FOR SPECIMENS NOT IMMEDIATELY PROCESSED
 - 1. LIST ON MICROBIOLOGY REFRIGERATOR
 - 2. REFRIGERATION WILL DESTROY MANY TYPES OF CULTURE SAMPLES.
- B. STORAGE OF ADDITIONAL MEDIA IN REFRIGERATORS
- C. NOTIFICATION OF TECHNOLOGISTS OF STAT TESTS
- D. MRSA SCREEN – BY PCR. NASAL ONLY.
- E. BLOOD CULTURE INSTRUMENT LOADING.
- F. FLU PCR VS RAPID FLU PCR REQUIREMENTS

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

Wanda Davis 1-15-16

 employee signature date

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

Clark 1-15-16

 supervisor signature date

6 MONTH SKILLS ASSESSMENT

SATISFACTORY PERFORMANCE

IMPROVEMENT/ ADDITIONAL TRAINING REQUIRED (SPECIFY)

Wanda Davis 9-30-16

 employee signature date
 S/Micro P&P/LCC Competency

Clark 9/29/16

 supervisor signature date