MICROBIOLOGY CPTIII DAILY DUTIES (day shift)

**\*\*\*MONDAYS ARE INVENTORY DAY\*\*\***

**Inventory must be assessed and ordered weekly by the CPTIII before 1 pm after review/edit by a Microbiology CLS. Please check for expiration dates and note near expiration date on order form so that CLS can determine whether inventory or supplies need to be ordered due to pending expiration.**

* Document Daily Temperatures and decontaminate work areas (biological hoods and molecular testing hood). Replace bleach containers daily with 30% bleach solution. Check specimens in molecular hood to verify tests are completed and then place specimens in storage.
* MONDAY-Round temperature charts are to be replaced weekly on the double door refrigerator and freezer near VITEK2
* Review AFB/FUNGUS Pending Log and process/package for Public Health by 7am.
* Review 6am Pending Log. Resolve missing specimens especially those that are from ER/IP/OR. Document any phone calls to hospital staff re: Pending log sheet and place on top of label printer. Remember to include nursing staff name, date, and time if indicated.
* Organize specimens that have come in, receive into microbiology, and prioritize cultures from ER, INPATIENTS, AND OR as a priority.

**Surgical specimens must be processed during the shift they are received**. Verify order entry. Make necessary calls at the time of receipt to determine whether order edits are needed.

DO NOT HOLD SURGICAL SPECIMENS for a later time or date.

* Enter patient demographics in the BACT/Alert and load bottles as needed.
* Set up culture making certain that ER/IP and OR are set up first followed by OP.

\*There are certain specimens that require your immediate attention and your work flow will need to be interrupted to accomplish. These are CSF, positive Blood culture, STAT beta Strep, or any surgical specimen.

* Stain slides for review by CLS

Prior to end of shift

* Maintain inventory and supplies by replenishing media and supplies that will be needed by afternoon CPTIII.
* Pending log review for ER/IP/OR and verify that any outstanding ER/IP/OR specimens are not up at the front desk.
* Communicate any needs to the following shift. If there is no lab assistant scheduled, please notify the CLS in the department or in the general lab of any pending issues

MICROBIOLOGY DAILY CPTIII SHIFT DUTIES (afternoon shift)

* Review 4 pm Pending Log. Resolve missing specimens especially those that are from ER/IP/OR. Document any phone calls to hospital staff regarding missing specimens on pending log sheet and place on top of label printer. Remember to include nursing staff name, date, and time if indicated.
* Organize specimens that have come in, receive into microbiology, and prioritize cultures from ER, INPATIENTS, AND OR as a priority. Resolve any order entry errors by calling nursing staff for clarification. If an order has been ordered as an incorrect source (which should be documented on the label), make the changes and edit the order. Please do not print labels and set up without making sure the order is entered correctly. (e.g. A body fluid is Ascites, Peritoneal, Pleural, or Thoracentesis Fluid. If an order is a C BF and it is labeled “leg drainage”, it is NOT a body fluid. Please order the correct entry, which in this case is C WOUND.)
* **Surgical specimens must be processed STAT**. Verify order entry. Make necessary calls at the time of receipt to determine whether order edits are needed.
* DO NOT HOLD SURGICAL SPECIMENS for a later time or date.
* Be aware that any shipmen received must be put away in the proper place and temperature to preserve the integrity of the shipment. Please verify receipt of inventory received, sign packing slip, and put in binder.
* Set up cultures making certain that ER/IP and OR are set up first, regardless of source, followed by OP cultures.

\*There are certain specimens that require your immediate attention and your work flow will need to be interrupted to accomplish. These are surgical specimens, CSF, positive Blood culture, and STAT beta Strep

A CPTIII scheduled in Microbiology has the responsibility of inoculating all cultures that have been received on his/her shift. You are encouraged to help in other areas of the laboratory but your primary responsibility is microbiology and you will be held accountable for all ER/IP and OR specimens that are received into the laboratory during your shift.

Prior to end of shift

* Maintain inventory and supplies by replenishing media and supplies that will be needed overnight.
* Pending log review for ER/IP/OR and verify that any outstanding ER/IP/OR specimens are not up at the front desk.
* Communicate any needs to the following shift. If there is no lab assistant scheduled, please notify the CLS in the department or in the general lab of any pending issues.