

 	Policy & Procedure Manual	Policy #MI\VTMS\ v21	
Section: Bench Workflow	Subject Title: Table of Contents		
Issued by: LABORATORY MANAGER	Original Date: March 01, 2013		
Approved by: Laboratory Director	Revision Date: December 01, 2020		
	Next Review Date: December 01, 2022		

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UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY

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TECHNICIAN DUTIES

Benches	Monday -Friday	Saturday/Sunday/Holidays	Break Times	
	*Priority Specimens	*Priority Specimens	Break	Lunch
Bench 1 (Window)- a.m.	Receiving and sorting samples WASP duties (1 & 2) Inventory of plates;replenish plates and supplies QC and settle plates for the hoods (a.m.) QC for Isoplater 1, Cytospin, Centrifuge 1 Process C.difficile, stool C/S Accessioning IC,O&P and urines rec'd with requisitions Planting manual urines Process all chlamydia/gc samples rec'd in Roche container Process all Sterility samples Digging for replant specimens. or for added tests Answer door and phone queries	Receiving and sorting samples WASP duties (1 & 2) *Accession, plate and set up C.diff Process stools c/s, Accessioning and sendout O&P *Load BC MISC CRE/VRE PCR set up Temperature, CO2 Fyrite / DH20 , Fume hood, recording (Duties of day Benches 1 &2)	am shift: 9:30 to 10:00 am pm Shift: 9:30 to 10:00 pm	am shift: 1:00 to 1:45 pm pm Shift: 6:30 to 7:00 pm

TECHNICIAN DUTIES

	Monday -Friday	Saturday/Sunday/Holidays	Break Times	
Benches	*Priority Specimens	*Priority Specimens	Break	Lunch
Bench 2(MISC) - a.m.	Receiving and sorting samples QC and settle plates for hoods and Isoplater. Process all miscellaneous samples process milk bank samples Process Throat and rectals chlamydia/gc samples rec'd in VTM or *Processing C diff , stool culture, Accessioning and sendout O&P PHL O&P send outs Process Gynae samples Answer door and phone queries		am Shift: 9:00 to 9:30 am pm Shift: 9:00 to 9:30 pm	am shift: 12:00 to 12:45 pm pm Shift: 6:00 to 6:30 pm
Bench 3 (RESP)- a.m.	Receiving and sorting samples Discard samples PHL morning sendouts (TB, Legionella, Mycoplasma, Chlamydia and leftover serology) Accession and process Respiratory and Gyne samples Process Throat and rectals samples for chlamydia/gc rec'd in VTM or e-swab QC / cleaning for Isoplater 2, centrifuge 2 QC of media Lot#s Replenish plates and supplies Answer door and phone queries	*BC Positives Process Respiratory samples (Duties of day benches 3 &4)	am Shift: 9:00 to 9:30 am pm Shift: 9:00 to 9:30 pm	am shift: 12:00 to 12:45 pm pm Shift: 6:00 to 6:30 pm

TECHNICIAN DUTIES

	Monday -Friday	Saturday/Sunday/Holidays	Break Times	
Benches	*Priority Specimens	*Priority Specimens	Break	Lunch
Bench 4 (BC) - a.m.	Receiving and sorting samples *BC Positives *Load blood cultures Send out molecular samples (a.m.) Discard 48 hrs BC negative bottles Set up VRE and CRE PCR Open box and Accession GW samples Pack BC Eye Bank boxes Answer door and phone queries		am shift: 9:30 to 10:00 am pm Shift: 9:30 to 10:00 pm	am shift: 1:00 to 1:45 pm pm Shift: 6:30 to 7:00 pm
Bench 5 (Sero)- a.m.	Accession and Process Donors Routine Serology Prenatal / fertility Sendouts (throughout day)		am shift: 10:00 to 10:30 am	am shift: 1:00 to 1:45 pm
6 - Inventory / Wash up	Clean Incubators/ CO2 Fyrite Test Record DH2O nanopure, fumehood and CO2 Autoclaving Wash up Discard samples/send out empty serology boxes/WAPLab bin Inventory receiving Scan packing slip to e-mail Outstanding list daily Alcohol Containers - Take away empties, refill containers/Make 70% Alcohol & Alcohol/Acetone Back up for VRE or CRE PCR sweeps		am shift: 10:00 to 10:30	am shift: 12:00 to 12:45 pm

TECHNICIAN DUTIES

	Monday -Friday	Saturday/Sunday/Holidays	Break Times	
Benches	*Priority Specimens	*Priority Specimens	Break	Lunch
Bench 1 (Window)- p.m.	Receiving and sorting samples WASP duties Accession IC and urine paper requisitions Planting manual urines Sterility samples Set up VRE, CRE PCR Set up Stool cultures Answer door and phone queries			
Bench 2 (MISC)- p.m.	Receiving and sorting samples Process all miscellaneous samples Process milk bank samples Throat and rectals for chlamydia/gcsamples Process gynea samples replenish plates and supplies Set up anaerobic jars Answer door and phone queries	Process Manual Urine/IC Process Resp specimens Process gynae samples (wet prep) Discard old samples		
Bench 3 (RESP)- p.m.	Receiving and sorting samples Accession and process Respiratory and gyne samples Answer door and phone queries			
Bench 4 (BC)- p.m.	Receiving and sorting samples *BC Positives *Load blood cultures Discard 48 hrs BC negative bottles Accession GW samples Aliquoting GW completed samples Processing C diff, Accessioning O&P Answer door and phone queries			

TECHNICIAN DUTIES

	Monday -Friday	Saturday/Sunday/Holidays	Break Times	
Benches	*Priority Specimens	*Priority Specimens	Break	Lunch
Bench 5 (SERO)- p.m.	Accession GW sampels Help aliquoting GW completed samples Routine Serology Prenatal / fertility Send outs			
Night Shift	Process positive BC Load WASP Load BC Fuild Sterile/Process STAT fluids/Tissues Accession, plate and set up C.diff Accession, plate and set up Flu Settle plates Prenatal send out Clean: - Gene xpert - Gram stain instrument - Sterility & Urine hood	Process positive BC Load WASP Load BC Fuild Sterile/Process STAT fluids/Tissues Accession, plate and set up C.diff Accession, plate and set up Flu Settle plates Clean: - Gene xpert - Gram stain instrument - Isoplater, centrifuge, cytospin - Sterility & Urine hood	1:00 to 1:30 am	4:00 to 4:30 am

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Policy & Procedure Manual

Policy #MI\VTMS\ v21

Section: **Bench Workflow**

Subject Title: Table of Contents

Bacteriology Technologists Duties

BENCH	Monday	Tuesday to Friday	Saturday	Sunday
Miscellaneous - 1	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting Check receiving worklist for sterile fluids pending list</p> <p>Read STAT Gram Read non-STAT Grams Open anaerobic jars</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting Check receiving worklist for sterile fluids pending list</p> <p>Read STAT Gram Read non-STAT Grams Open anaerobic jars</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>
Miscellaneous - 2	<p>New or Old miscellaneous worklist reading, setup ID and sensi and reporting</p> <p>Read STAT Gram Read non-STAT Grams Open anaerobic jars</p>	<p>New or Old miscellaneous worklist reading, setup ID and sensi and reporting</p> <p>Read STAT Gram Read non-STAT Grams Open anaerobic jars</p>	<p>New or Old miscellaneous worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>
Miscellaneous - 3 -	<p>New or Old miscellaneous worklist reading, setup ID and sensi and reporting</p> <p>Morning Vitek Reading Read STAT Gram Read non-STAT Grams Set up Screen Plates</p>	<p>New or Old miscellaneous worklist reading, setup ID and sensi and reporting</p> <p>Morning Vitek Reading Read STAT Gram Read non-STAT Grams Set up Screen Plates</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>	<p>New or Old miscellaneous and Gyne worklist reading, setup ID and sensi and reporting</p> <p>Shared between M1, M2, M3: Read Screen plates (pm) Morning Vitek Reading Read Screen plates (am)</p>

Bacteriology Technologists Duties				
BENCH	Monday	Tuesday to Friday	Saturday	Sunday
<p>STAT Bench *Listed in priority order</p>	<p>Follow Tuesday- Friday duties.</p>	<p>Read BC & STAT grams Report C.diff Review BC pending: - Enact /Bonebank/PD fluid lists - BC no Isolate - BC cancelled - Not receiving worklist - Help review BC with ISO Error lists - Print Anonymous bottles - Daily status/error reports - Order entry comments Read grams/wetpreps Prepare screen plates and suspensions PHL reports OPTIONAL - Time dependant Help BC / other benches (Review MS, set up sensi, Blacta/Wellcollex, resub bottles, check grams, match ANO2 plates) Help senior</p>	<p>Read BC & STAT grams Report C.diff Review BC pending: - Enact /Bonebank/PD fluid lists - BC no Isolate - BC cancelled - Not receiving worklist - Help review BC with ISO Error lists - Print Anonymous bottles - Daily status/error reports - Order entry comments Read grams/wetpreps Prepare screen plates and suspensions PHL reports OPTIONAL - Time dependant Help BC / other benches (Review MS, set up sensi, Blacta/Wellcollex, resub bottles, check grams, match ANO2 plates) Help senior</p>	<p>Read BC & STAT grams Report C.diff Review BC pending: - Enact /Bonebank/PD fluid lists - BC no Isolate - BC cancelled - Not receiving worklist - Help review BC with ISO Error lists - Print Anonymous bottles - Daily status/error reports - Order entry comments Read grams/wetpreps Prepare screen plates and suspensions PHL reports OPTIONAL - Time dependant Help BC / other benches (Review MS, set up sensi, Blacta/Wellcollex, resub bottles, check grams, match ANO2 plates) Help senior</p>

Bacteriology Technologists Duties				
BENCH	Monday	Tuesday to Friday	Saturday	Sunday
Respiratory - 1	Read Respiratory cultures, setup ID and sensi and reporting Throat (GBS)	Read Respiratory cultures, setup ID and sensi and reporting Throats (GBS)	Read Respiratory cultures, setup ID and sensi and reporting. Set up Crypto Throats (GBS)	Read Respiratory cultures, setup ID and sensi and reporting. Set up Crypto Throats (GBS)
QC Bench	Bacte QC duties Read Screen plates (am/pm) Vitek maintenance	Bacte QC duties Read Screen plates (am/pm) Vitek maintenance		
WASPLab - Screener /Reader	Screen BC, IC, Urine, Gynae and Stools Read IC, CRE/ESBL, Urine, Stools Load Brucella and Campy Screen Brucella and Campy plates Go through each Brucella and Campy plate individually in LIS Check WASPLab garbage - discard when full Troubleshoot WASP alarms on rotational basis		Screen BC, IC, Gynae and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide for all specimen types Set up sensi and freeze if required Prelim plates before putting into new working rack Check for positive CARROT broths at 11am Check WASPLab garbage - discard when full Troubleshoot WASP alarms on rotational basis	Screen BC, IC, Urine, Gynae and Stools Read IC, CRE/ESBL, Urine, Stools Pick BC, IC, Urine, Stools Set up, load and review MS slide for all specimen types Set up sensi and freeze if required Prelim plates before putting into rack working rack Check for positive CARROT broths at 11am Check WASPLab garbage - discard when full Troubleshoot WASP alarms on rotational basis
WASPLab - Picker 1	Set up, load and review MS slide for all specimen types Set up sensi and freeze if required Prelim plates before putting into rack Check for positive CARROT broths at 11am Troubleshoot WASP alarms on rotational basis			
WASPLab - Picker 2	Alternate with Picker 1 Follow same steps as Picker 1		Screen, read, pack and set up sensi for all Urines. Help with screening IC	N/A

Bacteriology Technologists Duties				
BENCH	Monday	Tuesday to Friday	Saturday	Sunday
WASPLab - IC Old	<p>Read and set up all old IC work Check old IC pending lists after completing all old IC work Set up new DENKA and VRE PCR as they come Set up new IC work as they come from new working rack Read evening old IC work Check new pending lists</p> <p>Throw out old bins >5 days WASPLab alarm troubleshoot on rotational basis</p>		<p>Read and set up all old IC work Read and set up all old Stool work Set up GBS when available Check old IC/Stool/Gyne pending lists after completing all old work Set up new DENKA and VRE PCR as they come Set up new IC work as they come from new working rack Check new pending lists Read evening old IC and Urine work</p> <p>Throw out old bins >5 days WASPLab alarm troubleshoot on rotational basis</p>	<p>Read and set up all old IC work Read and set up all old Stool work Set up GBS when available Check old IC/Stool/Gyne pending lists after completing all old work Set up new DENKA and VRE PCR as they come Set up new IC work as they come from new working rack Check new pending lists Read evening old IC and Urine work</p> <p>Throw out old bins >5 days WASPLab alarm troubleshoot on rotational basis</p>
WASPLab - Urine/Stool/Gynae Old	<p>Read and set up all old Urine work Read and set up all old Stool Set up GBS when available Check old UR/Stool/Gyne pending lists after the above is completed Set up new work as they come from new working rack Read old Urine evening work Check new UR/Stool/Gyne pending ists</p> <p>Throw out old bins >5 days WASPLab alarm troubleshoot on rotational basis</p>		N/A	
WASPLab - Blood Culture Old	<p>Read, freeze (when required) and set up all old BC work Check all BC worklists Read evening old BC work</p> <p>Throw out bins >7 days WASPLab alarm troubleshoot on rotational basis</p>		<p>Read, freeze (when required) and set up all old BC work Check all BC worklists Load Brucella and Campy plates after Screener/Reader/Picker has set up first MS slide After Brucella's have been screened, go through each Brucella in LIS and interim if applicable Read evening old BC work</p> <p>Throw out bins >7 days WASPLab alarm troubleshoot on rotational basis</p>	<p>Read, freeze (when required) and set up all old BC work Check all BC worklists Load Brucella and Campy plates after Screener/Reader/Picker has set up first MS slide After Brucella's have been screened, go through each Brucella in LIS and interim if applicable Read evening old BC work</p> <p>Throw out bins >7 days WASPLab alarm troubleshoot on rotational basis</p>
Infection Control - 3	<p>Processes and interpret PFGE Set up Roche PCR for vanB's when needed Put away freezer vials</p>	<p>Processes and interpret PFGE Set up Roche PCR for vanB's when needed Put away freezer vials</p>		
Mycology	<p>Read and set up IDs for mycology cultures</p>	<p>Read and set up IDs for mycology cultures</p>		

Bacteriology Technologists Duties				
BENCH	Monday	Tuesday to Friday	Saturday	Sunday
Evening 3:30 pm - 11:30 pm -WASPLAB	Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates		Set up TGLN samples Read Positive BC, all Grams and Wet prep Report Positive C diff, Flu WASPLab duties: Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates Review BC pending: - Enact /Bonebank/PD fluid lists - BC no Isolate - BC cancelled - Not receiving worklist - Help review BC with ISO Error lists - Print Anonymous bottles - Daily status/error reports - Order entry comments Report old urines	Set up TGLN samples Read Positive BC, all Grams and Wet prep Report Positive C diff, Flu WASPLab duties: Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates Review BC pending: - Enact /Bonebank/PD fluid lists - BC no Isolate - BC cancelled - Not receiving worklist - Help review BC with ISO Error lists - Print Anonymous bottles - Daily status/error reports - Order entry comments Report old urines
	Evening 2 3:30-11:30pm Gram / Blood Culture / IC	Positive bloods Read Grams Wet preps	Positive bloods Read Grams Wet preps	
Night 11pm-7am (In priority Sequence) Technologist 1 - STAT	Set up TGLN samples Read BC, STAT grams and Wet Prep Reading screens set up on previous night shift Reading sensis when ready	Set up TGLN samples Read BC, STAT grams and Wet Prep Reading screens set up on previous night shift Reading sensis when ready		

Bacteriology Technologists Duties				
BENCH	Monday	Tuesday to Friday	Saturday	Sunday
Night 11:30 pm-7:30 am (In priority Sequence) Technologist 2 - WASPLAB	Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates		Set up TGLN samples Read BC, STAT grams and Wet Prep Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates Triage for WASPLab duties: 1. BCs 2. Infection Control 3. Urines	Set up TGLN samples Read BC, STAT grams and Wet Prep Complete old BC, IC, and Urine old work Screen BC, IC, and Stools Read IC, CRE/ESBL, Stools Pick BC, IC, Stools Set up, load and review MS slide Set up sensi and freeze if required Prelim plates before putting into new working rack Load, screen and review Brucella and Campy plates Triage for WASPLab duties: 1. BCs 2. Infection Control 3. Urines
	Read Grams	Read Grams		
Student Tech	Read Grams	Read Grams		

UHN University Health Network		Policy & Procedure Manual		Policy #MI(VTMS) v21					
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VIROLOGY TECHNOLOGIST DUTIES									
BENCH	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Holiday	
Virology Accessioning, Simplexa	Accession Virology & CMV samples Run /Report Flu PCP Cryptococcus Ag Submit weekly virus cout Filing	Accession Virology & CMV samples Run /Report Flu PCP Cryptococcus Ag Filing	Accession Virology & CMV samples Run /Report Flu PCP Cryptococcus Ag Filing	Accession Virology & CMV samples Run /Report Flu PCP Cryptococcus Ag Filing	Accession Virology & CMV samples Run /Report Flu PCP Cryptococcus Ag Filing	High Priority TGLN/Donor Testing* (Serology & NAT) Flu testing Needlestick and Case Room VZ PCR (in-patients) PCP <i>Low priority</i> PCP HZ PCR (non-in-patient VZ samples) HZ Aries PHOL send outs *UHN MOT Urgent Donor/Recipeint & MSH Fresh Bone	High Priority TGLN/Donor Testing* (Serology & NAT) Flu testing Needlestick and Case Room VZ PCR (in-patients) PCP <i>Low priority</i> PCP HZ PCR (non-in-patient VZ samples) HZ Aries PHOL send outs *UHN MOT Urgent Donor/Recipeint & MSH Fresh Bone	High Priority TGLN/Donor Testing* (Serology & NAT) Flu testing Needlestick and Case Room VZ PCR (in-patients) PCP <i>Low priority</i> PCP HZ PCR (non-in-patient VZ samples) HZ Aries PHOL send outs *UHN MOT Urgent Donor/Recipeint & MSH Fresh Bone	
Architect	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Discard old samples	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Weekly Mainenance Discard old samples	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Discard old samples	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Discard old samples	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Discard old samples	Run pending Avidity/ GW HCV + samples Run patient samples & Donor samples CMSE Scan Donor Requisitions Pending list Architect Inventory Recycle plastics Discard old samples			
Evolis	Run GAL on Evolis Serum/Plasma storage PHL Problems/Reporting Pending List	Help with Extractions Serum/Plasma storage PHL Problems/Reporting Run HCA if needed Pending List	Serum/Plasma storage Run GAL on Evolis PHL Problems/Reporting Pending List	Serum/Plasma storage PHL Problems/Reporting Run HCA if needed Pending List	Serum/Plasma storage PHL Problems/Reporting Run GAL on Evolis Pending List				
Roche MPX & WNV CT/NG	Run Donor samples Enter PHL reports Help CMV accessioning Mono	Run Donor samples Enter PHL reports Test VZV IgG Help CMV accessioning Mono	Run Donor samples Enter PHL reports Help CMV accessioning Mono	Run Donor samples Enter PHL reports Test VZV IgG Help CMV accessioning Mono	Run Donor samples Enter PHL reports Help CMV accessioning Mono				
CMV PCR	Accession / Run / Report CMV	Accession / Run / Report CMV	Accession / Run / Report CMV	Accession / Run / Report CMV	Accession / Run / Report CMV				

PCR 1	Run HZ/CMVNB PCR Help accession CMV PCR	Run HZ/CMVNB PCR Run BK PCR Help accession CMV PCR Email/Take waste to Pathology at 1530	Run HZ/CMVNB PCR Run EBV samples Help accession CMV PCR	Run HZ/CMVNB PCR Run BK samples /other PCR Help accession CMV PCR	Run HZ/CMVNB PCR Run "other" PCR Run Entero PCR Help accession CMV PCR			
PCR 2 (Para/Meta)	Run Luminex EasyMag Extractions (including whole blood - EBV) Aliquot IC, silica water as needed	<i>Run Luminex if Monday is Holiday</i> EasyMag Extractions (including whole blood - EBV) Aliquot IC, silica water as needed	EasyMag Extractions (including whole blood - EBV) Aliquot IC, silica water as needed	<i>Run Luminex if Friday is Holiday</i> EasyMag Extractions (including whole blood - EBV) Aliquot IC, silica water as needed	Run Luminex EasyMag Extractions (including whole blood - EBV) Aliquot IC, silica water as needed			
Viral Load + PHL Reporting	Run HIV VL as needed - Enter HIV VL order into PHL database, Mail out HIV VL reports Run CTNG twice weekly Run HPV Bi-weekly Storage & discard of samples & Arrange supplies & couriers							

<p>Evening 3pm - 11pm (In priority Sequence) Technologist 3 - Serology</p>	<ol style="list-style-type: none"> 1. Run TGLN/NAT/ WNV PCR (seasonal) 2. Run Needlestick/ Caseroom samples / TGLNs 3. Run architect - Patient samples / GW samples 4. Finish any donor testing (MPX/WNV) 5. C.diff -report/call 6. Flu testing (BALs) 7. Flu Report/call/email/send out 8. STATS: crypto, VZV IgG 9.VZ IgG routine 10 Take off/shutdown pending analyzers 	<ol style="list-style-type: none"> 1. Run TGLN/NAT/ WNV PCR (seasonal) 2. Run Needlestick/ Caseroom samples / TGLNs 3. Run architect - Patient samples / GW samples 4. Finish any donor testing (MPX/WNV) 5. C.diff -report/call 6. Flu testing (BALs) 7. Flu Report/call/email/send out 8. STATS: crypto, VZV IgG 9.VZ IgG routine 10 Take off/shutdown pending analyzers 	<ol style="list-style-type: none"> 1. Run TGLN/NAT/ WNV PCR (seasonal) 2. Run Needlestick/ Caseroom samples / TGLNs 3. Run architect - Patient samples / GW samples 4. Finish any donor testing (MPX/WNV) 5. C.diff -report/call 6. Flu testing (BALs) 7. Flu Report/call/email/send out 8. STATS: crypto, VZV IgG 9.VZ IgG routine 10 Take off/shutdown pending analyzers 	<ol style="list-style-type: none"> 1. Run TGLN/NAT/ WNV PCR (seasonal) 2. Run Needlestick/ Caseroom samples / TGLNs 3. Run architect - Patient samples / GW samples 4. Finish any donor testing (MPX/WNV) 5. C.diff -report/call 6. Flu testing (BALs) 7. Flu Report/call/email/send out 8. STATS: crypto, VZV IgG 9.VZ IgG routine 10 Take off/shutdown pending analyzers 	<ol style="list-style-type: none"> 1. Run TGLN/NAT/ WNV PCR (seasonal) 2. Run Needlestick/ Caseroom samples / TGLNs 3. Run architect - Patient samples / GW samples 4. Finish any donor testing (MPX/WNV) 5. C.diff -report/call 6. Flu testing (BALs) 7. Flu Report/call/email/send out 8. STATS: crypto, VZV IgG 9.VZ IgG routine 10 Take off/shutdown pending analyzers 			
<p>Night 11pm-7am (In priority Sequence) Technologist 1</p>	<ol style="list-style-type: none"> 1. TGLN (architect/WNV (seasonal) NAT (when requested) 2. Needlestick/Caseroom 3. C.diff - report,call 4. Flu reporting/send out 5. Blood cultures grams/calls 6. STATS: Crypto, Grams 8. Calibrate new Architect reagents 9. Gram stains (routine) 	<ol style="list-style-type: none"> 1. TGLN (architect/WNV (seasonal) NAT (when requested) 2. Needlestick/Caseroom 3. C.diff - report,call 4. Flu reporting/send out 5. Blood cultures grams/calls 6. STATS: Crypto, Grams 8. Calibrate new Architect reagents 9. Gram stains (routine) 	<ol style="list-style-type: none"> 1. TGLN (architect/WNV (seasonal) NAT (when requested) 2. Needlestick/Caseroom 3. C.diff - report,call 4. Flu reporting/send out 5. Blood cultures grams/calls 6. STATS: Crypto, Grams 8. Calibrate new Architect reagents 9. Gram stains (routine) 	<ol style="list-style-type: none"> 1. TGLN (architect/WNV (seasonal) NAT (when requested) 2. Needlestick/Caseroom 3. C.diff - report,call 4. Flu reporting/send out 5. Blood cultures grams/calls 6. STATS: Crypto, Grams 8. Calibrate new Architect reagents 9. Gram stains (routine) 	<ol style="list-style-type: none"> 1. TGLN (architect/WNV (seasonal) NAT (when requested) 2. Needlestick/Caseroom 3. C.diff - report,call 4. Flu reporting/send out 5. Blood cultures grams/calls 6. STATS: Crypto, Grams 8. Calibrate new Architect reagents 9. Gram stains (routine) 			
<p>On-Call</p>						<ol style="list-style-type: none"> 1. TGLN 2. Any Microbiologist approved testing 3. Multi-Organ Transplant <ol style="list-style-type: none"> a) Recipient – who is being assessed for an urgent transplant listing due to fulminant liver failure (likely to die within 24-48 hrs without a transplant). The testing includes Hepatitis (A, B, & C) serology as well as CMV, EBV, Varicella, Toxoplasma, HIV 1&2, Syphilis and HTLV I & II. If we get all tubes (including Hepatitis) then test the Hepatitis here at MSH b) Living donor - who is being urgently assessed for a recipient who is usually in a fulminant liver failure situation <p>Note: In responding to the page, the on call technologist should ask the MOT coordinator if it is something that can wait till the technologist coming in at 8:00 am.</p>		

Section: **Bench Workflow**

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HOUSE KEEPING DUTIES

		1st Break	6:30 - 7:15			
		2nd Break	9:00 - 9:15			
Time	Task	Mon	Tue	Wed	Thu	Fri
3:00PM	SIGN IN TO SUPPORT SERVICE AREA					
KEYS		Begin on the 14th Floor Microbiology				
Everyday	Complete clean of all male, female and handicap washrooms	x	x	x	x	x
	Sweep entire lab area, including under the chairs and desks	x	x	x	x	x
	Complete clean of all 7 hand washing station sinks in the Microbiology Lab	x	x	x	x	x
	Collect all waste from entire lab area (all departments)	x	x	x	x	x
	Complete clean of lunchroom, pantry, microwave and fridge	x	x	x	x	x
MONDAY		Full clean (including sweeping, wet mopping and dusting) of the following areas:				
	Mycology Room 1480	x				
	Barbara Willey Room 1480-2-1	x				
	Old Storage Room 1481	x				
	Research Room 1474	x				
	Ed Cudek's Room 1479	x				
	Nancy Hinricks/Andrew's Room 1478	x				
	Media Room 1475	x				
	Wash up 1472	x				
	Hall	x				
TUESDAY		Full clean (including sweeping, wet mopping and dusting) of the following areas:				
	Main Lab benches from front entrance to back including Blanche's room		x			
	Walk-in Incubator 13-G8-3		x			
	Trek Room 13-G6-4		x			
	Back Freezer Room 13-G5-3		x			
	PF Room 13-H5-2		x			
	Small Office 1470		x			
	Blood Culture Room 13-H5-1		x			
	Wash all floors with Taski Machine		x			
WEDNESDAY		Full clean (including sweeping, wet mopping and dusting) of the following areas:				
	Walk-in Fridges x2 Room 1469			x		
	Planting Area 1460			x		
	Viral Load Room 13-F7-2			x		
	New Storage Room 1438			x		
	Hall			x		
THURSDAY		Full clean (including sweeping, wet mopping and dusting) of the following areas:				
	Virology Area 1465				x	
	John Ng's Office 1465-1				x	
	Small Storage Room 1465-2				x	
	Clean Room 1465-4				x	
FRIDAY		Full clean (including sweeping, wet mopping and dusting) of the following areas:				
	Office Area (1490, 1491, 13-H10-5, 1488, 1489, 1487, 1485, 1484, 1483)					x
	3 Secretary Cubicles					x
	Change Absorbent Paper by Staining Sinks- alternate each Friday					x
	Wash all floors with Taski Machine					x
11:00 PM	Sign Out at 1100					
Note						
	In addition to the task described above, including any other duties requested by your supervisor. Routines may be subjected to change as per Operational needs.					

Record of Edited Revisions

Manual Section Name: Microbiology Bench Duties Policy

Page Number / Item	Date of Revision	Signature of Approval
Annual Review	10-Nov-14	Dr. T. Mazzulli
Added Planting Section	3-Feb-15	Dr. T. Mazzulli
Inserted Virology Section	16-Feb-15	Dr. T. Mazzulli
Annual Review	1-May-15	Dr. T. Mazzulli
Insert Planting Bench serology duties for 1-9pm	1-May-15	Dr. T. Mazzulli
Technologist VRE- Add throat swabs	1-May-15	Dr. T. Mazzulli
Technologist MRSA - Help BC if they are busy	1-May-15	Dr. T. Mazzulli
Technologist Enterics - Prepare and set up tues-fri screen plates	1-May-15	Dr. T. Mazzulli
Technician Inventory Duties added	1-May-15	Dr. T. Mazzulli
Added Vitek MS prep for monitoring to IC3 bech	1-May-15	Dr. T. Mazzulli
Added Housekeep tab with daily housekeeping duties	17-Jun-15	Dr. T. Mazzulli
Revised Virology duties: Architect - Moved Architect pending list, added weekly maintenance, donor testing, CMSE and inventory to architect bench Evolis - Removed donor testing CMSE and architect pending list from EVOLIS bench, added 2 runs of HCV wednesday, PHL problem solving, removed bench Monday. Accessioning : Added accession CMV samples & manual WNV extraction PCR 2 : para/meta tech, added bench and duties PCR 1 : removed para/meta pcr , added help accession CMV PCR, added email/take waste on Tuesday CMV PCR : added accessioning and report. HIV Viral load : added duties	9-Sep-15	Dr. T. Mazzulli
Annual Review Technician weekend 10-6 added CO2 readings Added TOC tab Update Preparing Vitek MS Monitoring to IC1 bench Monday S/C QC plate to IC 1 bench Monday Virology removed WNV extraction from accessioning duties. Added discard old samples, recycle plastics and scan requisitions to architect bench. Added inventory to MPX bench on fridays	12-Jul-16	Dr. T. Mazzulli
Modified Luminex schedule to Monday (Tuesday for Holidays) and Friday (Thrusday if holiday)	15-Jul-16	Dr. T. Mazzulli
Planting duties updated	7-Sep-16	Dr. T. Mazzulli
Planting dutties updated: Resp 8am reminder to send out Mycoplasma added Overnight shift: Miravista to be sent out Wednesday, CDC to be sent on thursdays	25-Oct-16	Dr. T. Mazzulli
Updated bacteriology Duties from BC 1 to STAT bench. MISC weekend dutites updated.	21-Feb-17	Dr. T. Mazzulli
New technician duties to match removal of 1-9 shifts	3-Dec-17	Dr. T. Mazzulli
Annual Review Modified technician duties	6-Dec-17	Dr. T. Mazzulli
Modified technician duties	22-Jan-18	Dr. T. Mazzulli
Modified bacteriology technologists duties	22-Jan-18	Dr. T. Mazzulli
WASPLAB duties	21-Feb-18	Dr. T. Mazzulli
Removed WASP bench 3 - New work	28-Feb-18	Dr. T. Mazzulli

Evening shift duties updated with new duties (1 Virology, 2 Bacteriology) inclusive of new WASPLAB bench. Addition of WASPLAB bench duties to Midnight shift Addition fo On-call Duties in Virology department.	29-Mar-18	Dr. T. Mazzulli
Clarification of Virology weekend for what is including of "DONOR" testing. Removed BC 2 Bench.	5-Apr-18	Dr. T. Mazzulli
Annual Review Updated WASPLab benches and duties. Switched Planting bench 2 to 1.	7-Sep-18	Dr. T. Mazzulli
Update Planting duties	14-Jan-19	Dr. T. Mazzulli
Updated all WASPLab bench duties	15-Dec-19	Dr. T. Mazzulli
Page Number / Item	Date of Revision	Edited by:
Annual Review	1-Dec-20	Dorna Zareianjahromi

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