TABLE OF CONTENTS

General Description ...........................................................................................................................................2
Location, Professional & Administrative Staff .................................................................................................3
Hours of Operation and Services ....................................................................................................................4
Microbiology Specimen Process Flowchart QPCMI01000
Specimen Dictionary QPCMI02001
For tests not performed in-house: See Ministry of Health Specimen Collection Guide
Transport of Specimens QPCMI04001
Specimen Rejection Criteria MI_SM_RJCT
STAT Specimens Procedure QPCMI03001
STAT call form QPCMI03001c
Specimen Storage before Processing MI_SM_SSTORE
Referral Laboratories Register
Specimen Retention Time MI_SM_RET
Preliminary Results Reporting QPCMI15002
Critical Result Reporting Procedure QPCMI16001
Contact List for Critical Urgent Results QPCMI15002
Isolate Notification and Freezing Table QPCMI15003
Infection Control Contact List QPCMI15004
Reportable Diseases to the Medical Officer of Health QPCMI17001
Record of Edited Revisions ..........................................................................................................................5
GENERAL DESCRIPTION

The Department of Microbiology is a Joint Service of University Health Network and the Sinai Health System. The department provides services to the hospitals and organizations listed below:

HOME HOSPITALS
Sinai Health System
   Mount Sinai Hospital
   Bridgepoint Hospital
University Health Network
   Toronto General Hospital
   Toronto Western Hospital
   Princess Margaret Hospital
   Toronto Rehabilitation Institute (Three sites)
       University Center
       Bickle Center
       Lynhurst Center

CLIENT HOSPITALS
Baycrest Hospital
Toronto Grace Hospital
Center for Addiction and Mental Health - Queen Street
Center for Addiction and Mental Health - College Street

ORGANIZATIONS
Trillium Gift of Life Network
Inspection Lifebank Cord Blood
Human Milk Bank
Mount Sinai Allograft Technologies

THE PRIMARY SERVICES OFFERED BY THE DEPARTMENT ARE:
Bacteriology
Microbial Serology
Virology
Molecular Diagnostic Testing
Mycology
Infection Control

NOTE: This document is Uncontrolled When Printed.
Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.
LOCATION, PROFESSIONAL & ADMINISTRATIVE STAFF

Location: Department of Microbiology
Room 1470, 14th floor,
Mount Sinai Hospital
600 University Avenue
Toronto, Ontario M5G 1X5

Telephone: 416-586-4432
Fax Number: 416-586-3138

Professional Staff:

Dr. Tony Mazzulli (Microbiologist-in-Chief) 416-586-4695 tmazzulli@mtsinai.on.ca
Dr. Susan Poutanen (Microbiologist) 416-586-3139 spoutanen@mtsinai.on.ca
Dr. Suzy Hota (Infection Control, UHN) 416-340-7287 s.hota@uhn.on.ca
Dr. Allison McGeer (Infection Control, MSH) 416-586-3118 amcgeer@mtsinai.on.ca

Manager:
Ms. Katherine Kit Wong 416-586-8538 kwong@mtsinai.on.ca

Supervisor:
Ms. Pauline Lo 416-586-3147 pauline.lo@sinahealthsystem.ca

Charge Technologists:
Lilian Law 416-586-4800 ext. 3822 Lilian.law@sinahealthsystem.ca
Jessica Bourke 416-586-4800 ext. 6276 jessica.bourke@sinahealthsystem.ca
HOURS OF OPERATION AND SERVICES

Hours of Operation:

Microbiology Laboratory: 24 hours
Monday - Friday
Saturday, Sunday, Statutory Holidays

Inquiries: All inquiries can be made by calling 416-586-4432 during laboratory hours.

After Hours On-call Service:

A Medical Microbiologist and the clinical infectious diseases service will be available for clinical consultation and can be reached through locating at 416-586-5133. A detailed list of services is provided in the policy STAT Specimens Procedure QPCMI03001.

Consultation Service:

A staff microbiologist is available at all times for consultation on any aspect of Microbiology.
For emergency consultations after hours, a microbiologist can be reached through Locating: 416-340-3155 at UHN and 416-586-5133 at MSH.

Lab Results Reporting:

All lab results are entered immediately into the Laboratory Information System (LIS) as soon as they become available. Results are then viewable on the corresponding Hospital Information System (HIS) for those hospitals interfaced to the LIS. Otherwise, paper reports are issued to all institutions not interfaced to the LIS. STAT results, critical and urgent positive results are called directly to the wards and/or ordering physician (Refer to Reporting of Critical and Urgent Results).
## Record of Edited Revisions

**Manual Section Name: General Description**

<table>
<thead>
<tr>
<th>Page Number / Item</th>
<th>Date of Revision</th>
<th>Signature of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual Review</td>
<td>March 14, 2001</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>March 30, 2002</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>May 12, 2003</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>September 30, 2004</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>May 12, 2005</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>July 23, 2006</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>August 13, 2007</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>August 13, 2008</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>August 31, 2009</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>August 31, 2010</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>May 31, 2011</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Remove RVHS</td>
<td>August 31, 2012</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>May 9, 2013</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Updated contact list</td>
<td>May 9, 2014</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Updated Staff contact list</td>
<td>May 9, 2014</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Updated UHN/MSH logo</td>
<td>October 1, 2014</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>June 12, 2015</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>TRI sites changes from</td>
<td>March 9, 2016</td>
<td>Dr. T. Mazzulli</td>
</tr>
</tbody>
</table>

**TRI sites changes from**

Toronto Rehabilitation Institute (Four sites)
- Queen Elizabeth University Avenue site
- Queen Elizabeth Dunn Avenue site
- Hillcrest Center
- Lynhurst Center

to Toronto Rehabilitation Institute (Three sites)
- University Center

---

**NOTE:** This document is **Uncontrolled When Printed.** Any documents appearing in paper form that are not stamped in red "MASTER COPY" are not controlled and should be checked against the document (titled as above) on the server prior to use.

UNIVERSITY HEALTH NETWORK/MOUNT SINAI HOSPITAL, DEPARTMENT OF MICROBIOLOGY
**Section:** Bacteriology Procedures

**Subject Title:** General Information Manual

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bickle Center</td>
<td>March 31, 2017</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Lynhurst Center</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Added Queen street &amp; College street CAMH locations</td>
<td>March 31, 2017</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Annual Review</td>
<td>March 30, 2018</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>Updated charge technologists</td>
<td>September 14, 2018</td>
<td>Dr. T. Mazzulli</td>
</tr>
<tr>
<td>CBBC removed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updated microbiology hours of operation</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>