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Section: Bacteriology Procedures	Subject Title: General Information Manual	
Prepared by QA Committee		
Issued by: Laboratory Manager	Revision Date: 1/16/2024	
Approved by Laboratory Director: Microbiologist-in-Chief	Next Review Date: 1/16/2026	

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For tests not performed in-house: See Ministry of Health Specimen Collection Guide

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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

Inception 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

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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

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Ms. Pauline Lo 416-586-3147
pauline.lo@sinaihealthsystem.ca

Charge Technologists:



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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).

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Record of Edited Revisions



Manual Section Name: General Description

Page Number / Item	Date of Revision	Signature of Approval
Annual Review	March 14, 2001	Dr. T. Mazzulli
Annual Review	March 30, 2002	Dr. T. Mazzulli
Annual Review	May 12, 2003	Dr. T. Mazzulli
Annual Review	September 30, 2004	Dr. T. Mazzulli
Annual Review	May 12, 2005	Dr. T. Mazzulli
Annual Review	July 23, 2006	Dr. T. Mazzulli
Annual Review	August 13, 2007	Dr. T. Mazzulli
Annual Review	August 13, 2008	Dr. T. Mazzulli
Annual Review	August 31, 2009	Dr. T. Mazzulli
Annual Review	August 31, 2010	Dr. T. Mazzulli
Annual Review	May 31, 2011	Dr. T. Mazzulli
Annual Review	May 31, 2012	Dr. T. Mazzulli
Remove RVHS	October 01, 2012	Dr. T. Mazzulli
Annual Review	May 09, 2013	Dr. T. Mazzulli
Updated contact list	May 09, 2013	Dr. T. Mazzulli
Annual Review	May 9, 2014	Dr. T. Mazzulli
Updated Staff contact list	May 9, 2014	Dr. T. Mazzulli
Updated UHN/MSH logo	October 1, 2014	Dr. T. Mazzulli
Annual Review MSH and Bridgepoint grouped under Sinai health system UHN hospitals grouped together Added CAMH to other hospitals Under organizations, removed bank and replaced with organizations with contracts	June 12, 2015	Dr. T. Mazzulli
Annual Review 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)	March 9, 2016	Dr. T. Mazzulli

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Page Number / Item	Date of Revision	Signature of Approval
University Center Bickle Center Lynhurst Center Added Queen street & College street CAMH locations		
Annual Review	March 31, 2017	Dr. T. Mazzulli
Annual Review Updated charge technologists CBBC removed	March 30, 2018	Dr. T. Mazzulli
Updated microbiology hours of operation	September 14, 2018	Dr. T. Mazzulli
Annual Review	June 30, 2019	Dr. T. Mazzulli
Annual Review	May 25, 2020	Dr. T. Mazzulli

Full document review included in all updates. Bi-annual review conducted when no revision had been made within 2 years.

Page Number / Item	Date of Revision	Edited by:
Minor formatting change	April 11, 2021	Jessica Bourke
Biennial Review with no change	February 27, 2023	Jamaal Pratt
Minor formatting change	November 22, 2023	Jamaal Pratt

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