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Section: Virology Manual	Subject Title: Appendix XVI Weekly Work Schedule	
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Appendix XVI

WEEKLY WORK SCHEDULE

1. Specimen Management Bench - Monday to Friday :
 - a) Accessioning and processing all Virology specimens including PCR, HIV NASBA and send-out.
 - b) Preparing Direct Smears, PCP slides and necessary materials (eg. Fungizone, gentamicin mixtures).

2. Shell Vial Bench – Monday to Friday :
 - a) Staining and reading of all shell vials.
 - b) Staining and reading of all Direct Smears and PCP slides.
 - c) Enter all shell vial related (eg. new reagent lots, daily staining, weekly viral propagation and MRC-5 growth) QC results either in LIS and/or Data Sheet.
 - d) Tabulate and fax weekly viral isolates data (on/after Friday).

3. Tube Culture Bench :
 - a) Read tube cultures on Monday, Wednesday, and Friday.
 - b) Freeze isolates and enter into LIS store program.
 - c) Enter new cell lots into LIS when received (Monday/Tuesday).
 - d) Seed shell vials with MRC-5 (Tuesday).
 - e) Set up QCs: inoculate HSV1, HSV2, CMV in S/Vs and HFFs, read and enter results into LIS of all new cell cultures on Wednesday.
 - f) Perform EBV on Thursday.
 - g) Maintain virology inventories especially liquid N₂ (Tuesday / Thursday).
 - h) Prepare Maintenance Media on Friday, and set up appropriate QC.

4. CMV Antigenemia Bench :
 - a) Monday to Friday: Record temperature on all freezers and fridge every morning.
 - b) Monday to Friday : Process, stain and read all CMV antigenemia specimens.
 - c) Perform RPR on Wednesday.
 - d) Perform HTLV on Thursday.
 - e) Perform VZ Ab testing using VIDAS

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5. Molecular Bench:
 - a) Perform HCV RNA PCR using COBAS when there are enough of specimens for a full run .
 - b) Perform HBV DNA Assay when there are enough specimens for a full run.
 - c) Perform Chlamydia PCR when there are enough specimens for a full run.
 - d) Perform *C.difficile* EIA Assay (using BEP 2000) if not done by floater.
 - e) Maintain non-AxSYM serology inventories.
6. AXSYM Bench- Monday to Friday :
 - a) Perform all Hepatitis markers, HIV1&2, CMV IgG and Rubella IgG assays using AxSYM.
 - b) Perform weekly maintenance on Monday (if no stat) / Tuesday.
 - c) Perform monthly maintenance at beginning of each month.
 - b) Maintain AxSYM inventories.
7. Eye Bank:

Perform Eye Bank (BioRad EIA) tests and stat HTLV (Transplants), stat RPR and report these stat results (fax and/or phone).
8. West Nile:

Perform WNV serology and/or WNV PCR; freeze samples and enter into LIS store program.
9. Technologist Floater:

Perform *C.difficile* EIA Assay (BEP2000).
10. Technician 1- Monday to Friday :
 - a) Spin and accession all Serology specimens.
 - b) Send out all PHL specimens.
 - c) Process Viral Load specimens.
11. Technician 2- Monday to Friday :
 - a) Help to unload Translogic and centrifuge Serology bloods.
 - b) Spin,accession,and freeze sera for HBV DNA and HCV RNA.
 - c) Disinfect, check centrifuges and record in LIS QC.