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MICROBIOLOGY LABORATORY PROCEDURE MANUAL

Please note: The Procedure Manual for the Microbiology Laboratory of Eastern Health is currently under development.

Pre-Regionalization Practices:

HSC Site – procedural information was developed in a non-numbered, sequential format. Information was collected and contained in a binder and updated periodically. Procedures contained in several reference texts such as ASM's The Manual of Clinical Microbiology (8TH edition), Clinical Microbiology Procedures Handbook (vols 1&2) and Essential Procedures for Clinical Microbiology were used as best practice guidelines. The Mount Sinai Microbiology Lab web site was also used for procedure references when required. Clinical Laboratory Standards Institute (formerly NCCLS) Performance Standards for Antimicrobial Susceptibility Testing are used for susceptibility procedures.

Carbonear Site – procedures were developed in consultation with the Microbiology Lab at this site and information from the Mount Sinai web site served as a guideline when necessary

Burin/Clarenville Sites – these sites had a more formal document prepared (see attached Table of Contents).

We are now in a process of standardizing practices and procedures within the Region. Consultation between senior technologists, the Lab Manager and the Medical Microbiologist are ongoing. We are aiming for a format similar to that available at the Mount Sinai Microbiology web site. Plans include the development of a web-based Manual for staff to access as well.

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2007

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Online Microbiology Lab Manual

The following procedure and protocol manuals are provided for our microbiology laboratory and are available as an educational reference for other laboratories. All manuals are in PDF format, and will require installation of Adobe Acrobat Reader to view, if not already installed.

Google

Search Lab Manual

Section Index:

- General Manuals
- Reference Manuals
- Bench Manuals
- Links and Resources

Disclaimer: These documents have been developed specifically for our institutions and may not be appropriate for implementation in other settings. This information is made available for professional education purposes only and each piece of information should be carefully evaluated before being adapted to meet the needs of other facilities or settings.

>> General Manuals

Manual	Summary
Hours of Operation & Services	
Search Microbiology Services Database	Details about all the available microbiology tests from our lab are contained in this searchable database. For more information regarding pricing and services, please visit the Toronto Medical Laboratories website.
Education Manual	The main objective of this training program is to produce a technologist who has the ability to apply theoretical knowledge to the practical aspects of the Microbiology laboratory, efficiently and with a caring attitude.
Frequently Used Process Control Documents	A collection of important process control documents that are frequently referred to by laboratory staff.
Laboratory Safety	The Laboratory Safety manual is intended to address universal safety measures for achieving a safe and healthy working environment. It describes good laboratory practices that must be understood and observed by all individuals involved in the laboratory. It describes control measures essential for protecting all laboratory occupants from potential biological, chemical and physical hazards.
Quality Manual	The purpose of the quality manual describes the laboratory's quality management system. Quality Management System encompasses all management activities and processes relating to: organization, personnel, equipment, purchasing and inventory, process control, document and records, information management, occurrence management, process improvement, service and satisfaction and

facilities and safety.

» Reference Manuals

Manual	Summary
Antibiotic Susceptibility Testing	Different organisms will require different methods of susceptibility testing. This manual outlines the methodologies and procedures of vitek, disk diffusion, beta-lactamase, oxacillin, and other methods.
Bacteria and Yeast Workup	Work-up for aerobic bacteria, anaerobic bacteria, and yeast.
Technical Manual	Numerous diagnostic tests and procedures used in the microbiology lab.

» Bench Manuals

Manual	Summary
Bioterrorism Procedure	The recent events in the USA have created a heightened awareness and concern regarding the potential of a bioterrorist attack. Because such an attack could be overt (announced/broadcast) or covert, the microbiology laboratory may play an important role in the initial identification and control of spread of potentially infectious agents.
Blood Culture	Although this section is mainly directed towards the processing of blood cultures, occasionally other specimen types (eg. Sterile fluids, Bone marrow, abscess material) are received in blood culture bottles and thus their processing and work-up will be described. The current blood culture system used in the Microbiology Laboratory is the non-radiometric BacT/Alert System.
Enterics	Procedures on reporting, specimen collection, specimen rejection, specimen transport, and reporting on faeces/rectal swabs, duodenal or small bowel aspirates/biopsies/swabs, and rectal/large bowel biopsies.
Genitals	Methods used to isolate or detect organisms which are associated with infection or disease of the genital tract.
Infection Control	Procedures on for testing VRE, MRSA, EBSL's, and antibiotic resistant organisms.
Mycology	Methods used to isolate, identify, and report mycology samples.
Quality Control	Quality Control methods including Vitek QC, Kirby Bauer QC, E-test QC, and Serology QC.
Respiratory	Procedures including bronchoscopy specimens, epiglottal swabs, lung biopsies, mouth swabs, nasal swabs, and throat swabs.
Serology	Serological testing procedures including Epstein-Barr, Hepatitis B, Cytomegalovirus, Herpes, and HIV.
Sterile Fluids	Sterile fluid testing procedures including cerebrospinal , pleural, peritoneal, amniotic, and transfusion products.
Sterility Testing	Procedures used to check for sterility in samples, including those from the bone bank, environmental specimens, pharmacy, distilled water, and air.

Urine

Urine specimens for culture are collected when the following syndromes are suspected: cystitis, pyelonephritis, asymptomatic bacteriuria, and less commonly acute prostatitis, pyelonephric abscess, and urosepsis.

Virology

Diagnostic Virology is performed for a variety of reasons, ranging from the etiologic diagnosis of an acutely ill patients' disease to retrospective serologic surveys for evidence of past infection.

Vitek

Instructions on how to use the Vitek system.

**Wounds,
Tissues,
Aspirates**

Procedures and methods for skin, wound, tissue, ear, eye, and aspirate specimens.

» Links and Resources

- NCCLS Handbook
- Toronto Medical Laboratories
- National Microbiology Laboratory
- Health Canada
- Centers for Disease Control and Prevention
- World Health Organization

This website has been made possible through an unrestricted educational grant from Pfizer Canada Inc.

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