



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Laboratory and Blood Bank (Microbiology)		
<b>Document:</b>	Internal Policy and Procedures		
<b>Title:</b>	Microbiology Laboratory Sample Processing		
<b>Applies To:</b>	All Laboratory Staff		
<b>Preparation Date:</b>	January 02, 2025	<b>Index No:</b>	LB-IPP-080
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## 1. PURPOSE:

- 1.1 To establish system and set responsibilities for microbiology laboratory sample processing.

## 2. DEFINITIONS:

N/A

## 3. POLICY:

- 3.1 All culture & gram stain specimens are received in Microbiology Lab.
- 3.2 Specimens are checked for rejection/ acceptance in microbiology unit.
- 3.3 Positive cultures are notified to requesting physicians, infection Prevention and Control department (IPCD) & public health department accordingly.

## 4. PROCEDURE:

### 4.1 Samples received at microbiology unit includes:

- 4.1.1 Blood cultures
- 4.1.2 C.S.F. & other body fluids for cultures
- 4.1.3 Urine, stool, rectal swab & gastric Lavage
- 4.1.4 Throat swabs, sputum & other respiratory samples
- 4.1.5 Swabs & tissues from different part of the body
- 4.1.6 Pus, aspirates, drainage & secretions for culture
- 4.1.7 Direct Gram stain for CSF
- 4.1.8 Screening samples for MRSA, acinetobacter & candida auris.
- 4.1.9 Water & Other screening samples

### 4.2 At first, samples are checked for acceptance/ rejection.

### 4.3 Accepted samples are given internal laboratory number and registered in the corresponding book.

### 4.4 For cultures, the responsible personnel processes the samples as follow:

#### 4.4.1 By technician/ technologist:

- 4.4.1.1 Receipt & inoculation of the specimen on different media according to the type of specimen.
- 4.4.1.2 Gram staining for specimens.
- 4.4.1.3 Incubation of media under appropriate condition.
- 4.4.1.4 Keeping the samples on bench for another 48 hours.
- 4.4.1.5 Verifying all tests requested have been performed before discarding of specimens.
- 4.4.1.6 Release of all negative blood culture results (both the preliminary result; after 48 hours & the final; after 5 days incubation.
- 4.4.1.7 Loading of blood vials in corresponding instruments
- 4.4.1.8 Loading of any positive specimen for organism identification & antibiotic sensitivity

#### 4.4.2 C. pathologist:

- 4.4.2.1 Reading the inoculated plates for any growth & process accordingly.



- 4.4.2.2 Reading gram stains (direct & culture smears).
- 4.4.2.3 Interpretation & release of results.
- 4.4.2.4 Perform other diagnostic methods (catalase, oxidase,.... etc.)
- 4.4.2.5 Notification of positive panic & significant results.

## 5. MATERIAL AND EQUIPMENT:

N/A

## 6. RESPONSIBILITIES:

- 6.1 Assigned Technician for Microbiology
- 6.2 Clinical Pathology Specialist/ Consultant

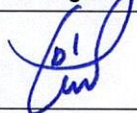
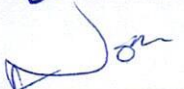
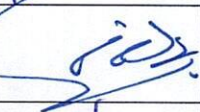


## 7. APPENDICES:

N/A

## 8. REFERENCES:

- 8.1 Clinical Microbiology Procedures Handbook, American Society of Microbiology, Washington DC, 2005.
- 8.2 Procedure Manual, Toronto Medical laboratories / Mount Sinai Hospital department of microbiology, P.R. Murray, E.J. Baron, M.A. Pfaller, R.H. Tenen. 2003.
- 8.3 Manual of Clinical Microbiology, 8th ed. ASM Press, Washington, D.C. H.D. Izenberg. 2003.
- 8.4 Bailey & Scott's Diagnostic Microbiology. Finegold & Baron; 12th. Ed.2007, C.V. Mosby Co. p. 301.

## 9. APPROVALS:

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