

**Microbiology Bench
Self Evaluation Survey**

Bacteriology Bench

Manuals	Examine all manuals relevant to	Yes	No	NA
Is there a written manual (or clearly identifiable sections in a number of manuals) readily available that describes the procedures required to fulfill the work requirements for processing Bacteriology samples				
Is the manual (or the sections of manuals pertaining to Bacteriology samples) up to date and signed off by the appropriate person?				
If there is more than one copy of the manual available, are all copies identical in content and sign-off				
If sections pertaining to Bacteriology samples are located in different books, or locations, is there a documented pathway to give guidance to finding to relevant sections as required?				
Additional comments on manuals and documentation available for working on Bacteriology samples.				

Accessioning verification	Examine all samples received for Bacteriology samples TODAY	Yes	No	NA
Are all Bacteriology samples received in the correct container as identified in the manual as being required and appropriate for the sample?				
When samples were received in incorrect containers, were they rejected for Bacteriology analysis?				
Are all Bacteriology samples traceable to the patient (are they labeled by either name or number?)				
Additional comments on the initial accessioning of Bacteriology samples:				

Bench Environment		Yes	No	NA
Is the available work space set up to allow work on Bacteriology samples sufficient to allow safe work habits?				
Is the available work space set up to allow work to be completed efficiently?				
Is the equipment available at the work space in proper working condition?				
Is the available work space sufficient for the volume of work required?				
Is the available work space sufficient to prevent risks of in laboratory contamination of Bacteriology samples?				
Are work notes or derivatives of the manual available in the workspace?				
Are work notes or derivatives identical to the most current manual?				
Additional comments on work bench space provided for processing and handling Bacteriology samples:				

Technologist competencies	With respect to the technologists working TODAY on Bacteriology samples	Yes	No	NA
Is the technologist at the work station trained for all procedures required TODAY for proper processing of Bacteriology samples				
Is there a file which describes courses or training taken by the technologist in the last 2 years that have been deemed essential to ensure proper processing of Bacteriology samples?				
Has the technologist undergone Competency Assessment in the last 2 years?				
Additional comments on documentation of technologist competencies to perform analyses on Bacteriology samples:				

Process verification	Consider all samples performed on the day of inspection	Yes	No	NA
Were the procedures used to analyze the Bacteriology samples today consistent with the current procedure manual?				
Were any of results from the Bacteriology samples reviewed by one or more person(s) to affirm their accuracy?				
Was the <i>documentation</i> of procedures used consistent with current requirements as described in the procedure manual?				
Additional comments on documentation of procedures undertaken to verify analyses of Bacteriology samples:				

Internal Quality Control and External Quality Assessment	Yes	No	NA
Are all organisms and reagents required for internal quality control readily available?			
Is there a written instruction on which internal quality control tests must be performed on a regular basis?			
Is there documented evidence that all internal quality control tests that were required for TODAY were performed TODAY?			
Are external quality assessment (proficiency testing) samples being performed at the bench TODAY?			
If external proficiency testing samples are being performed at this work bench, are they being processed in a same manner as routine samples?			
Is there evidence of external quality specimens specific to the Bacteriology samples having been performed in the last 12 months?			
Additional comments on documentation of internal quality control and external quality assessment for analyses on Bacteriology samples			

Results reporting	Consider all samples reported within the last 48 hours	Yes	No	NA
Was the released result consistent with the work up as described?				
Was the results report consistent with the format and content described in the most current procedure manual?				
If final results differed from preliminary results, were the preliminary results amended in a traceable fashion.				
Additional comments on results reported on Bacteriology samples:				

Results reporting (turn around)	Examine all samples reported within the last 48 hours	Yes	No	NA
Did any Bacteriology samples tested and reported in the last 2 days require more than 4 working day to complete				
Did any samples require more than 7 working days to complete				
If the answer to either of the above is YES, record the circumstances associated with the prolonged time sample in the comment section.				
Addition comments on turnaround time of results reported on Bacteriology samples.				

Conclusions:

Opportunities for Improvement for processing Bacteriology samples:

Reviewer

Bench Review

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Laboratory Representative.

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