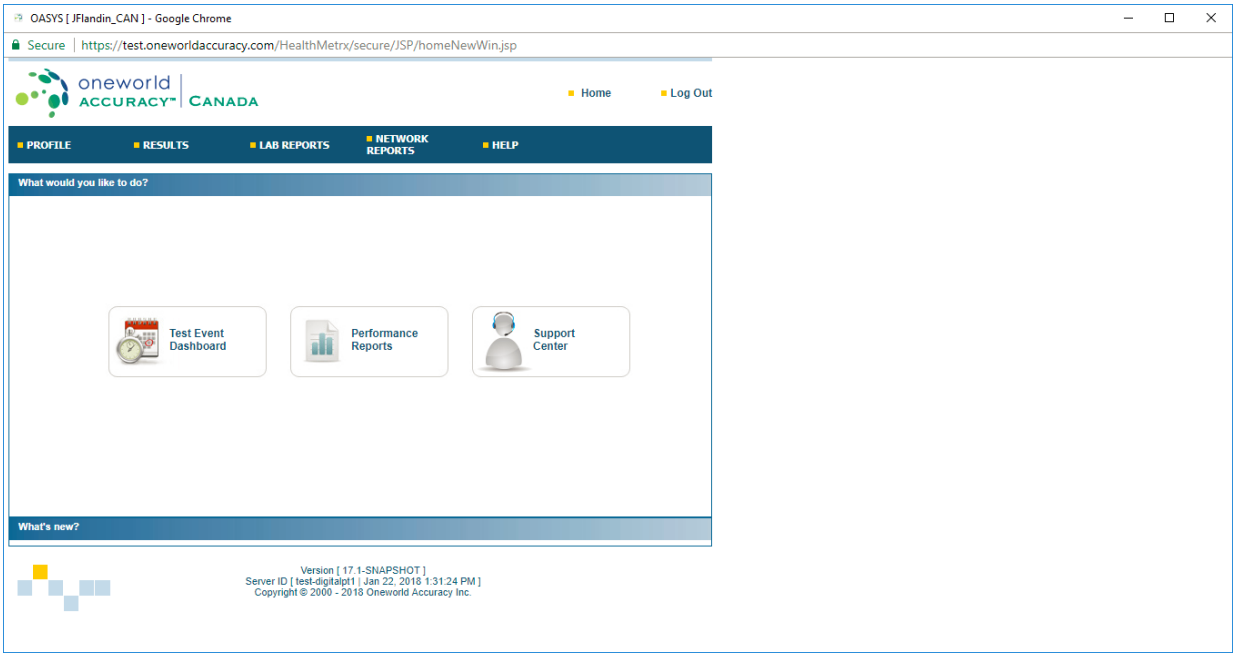
Microbiology Registration and Results Submission

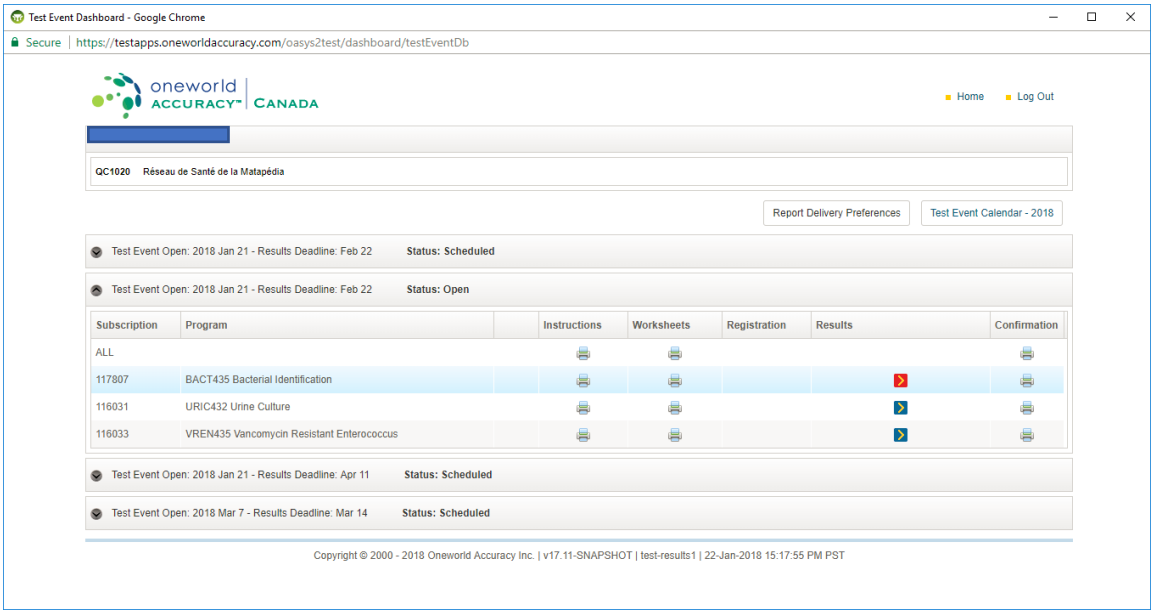
Please refer to the following guidelines for registering for the program with extents. Programs affected by this change are the following: BACT, BLCU, URIC, GENC, THRC, MSPC, MOLC, YEAC.

Steps

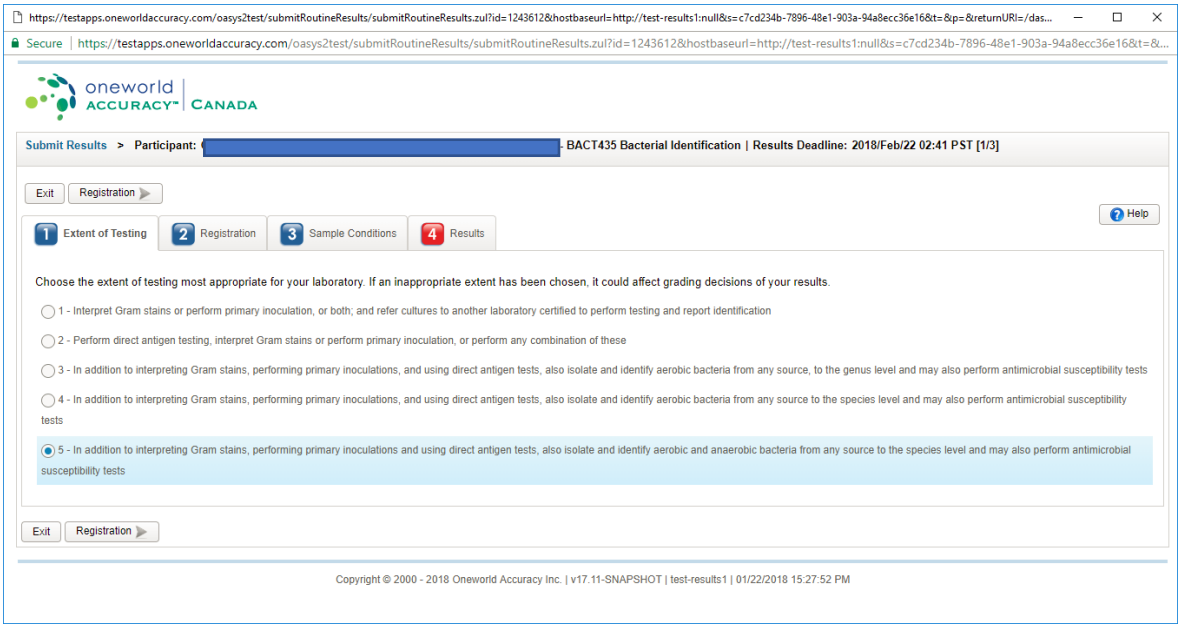
1- When on the home page of OASYS, click on the Test Event Dashboard (TED) icon



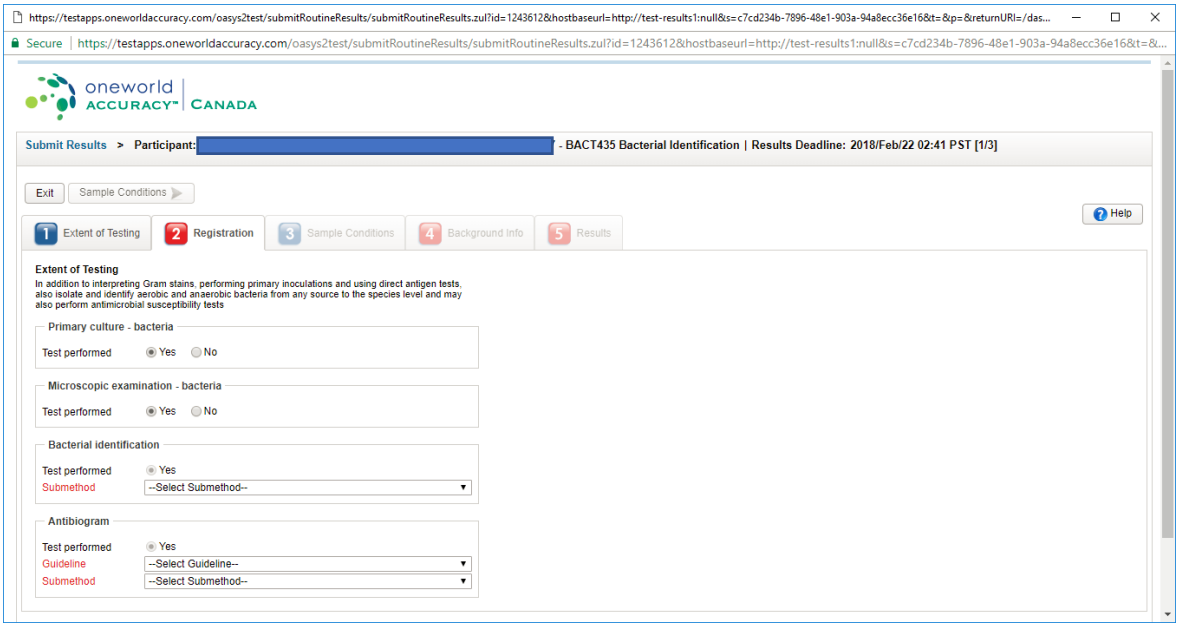
2- In the TED, you can click on the red arrow next to the program, in this case BACT435



3- The first step in the registration process is to select your extent of testing. Please review and select adequately the sentence that reflects the best your laboratory's capacity. Consider that the processes that will become available and the evaluation are based on the extent of laboratory.



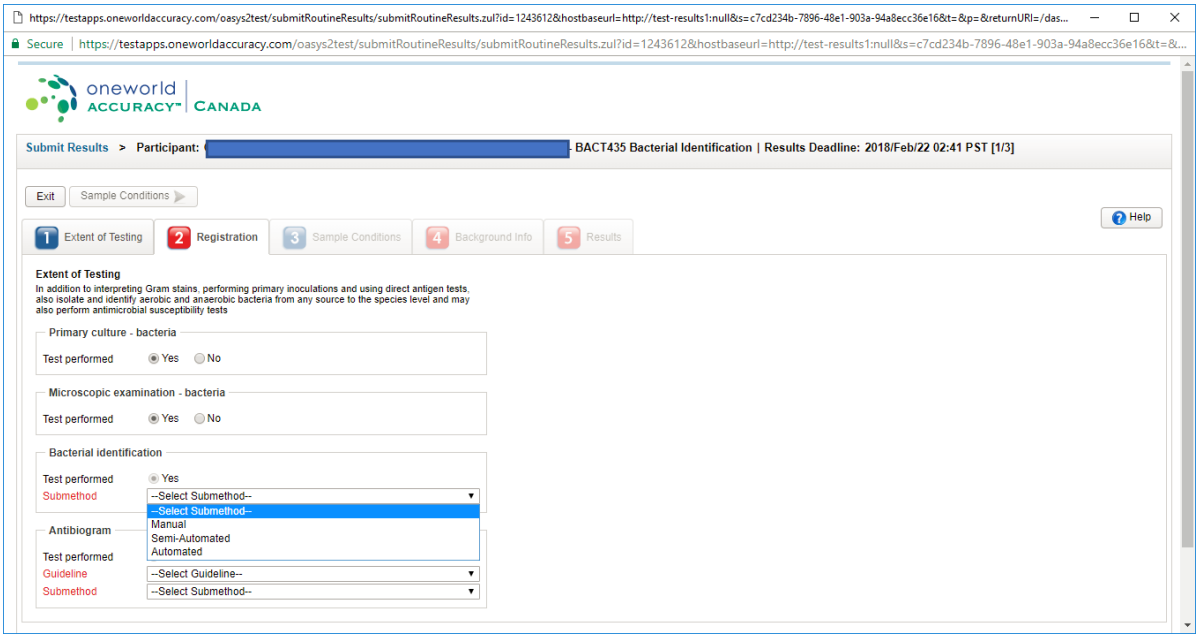
4- After selecting the extent of testing, you can move to the 2nd tab "Registration". On this tab, you will see the 4 different processes associated with this culture program and may vary depending on your extent of testing.



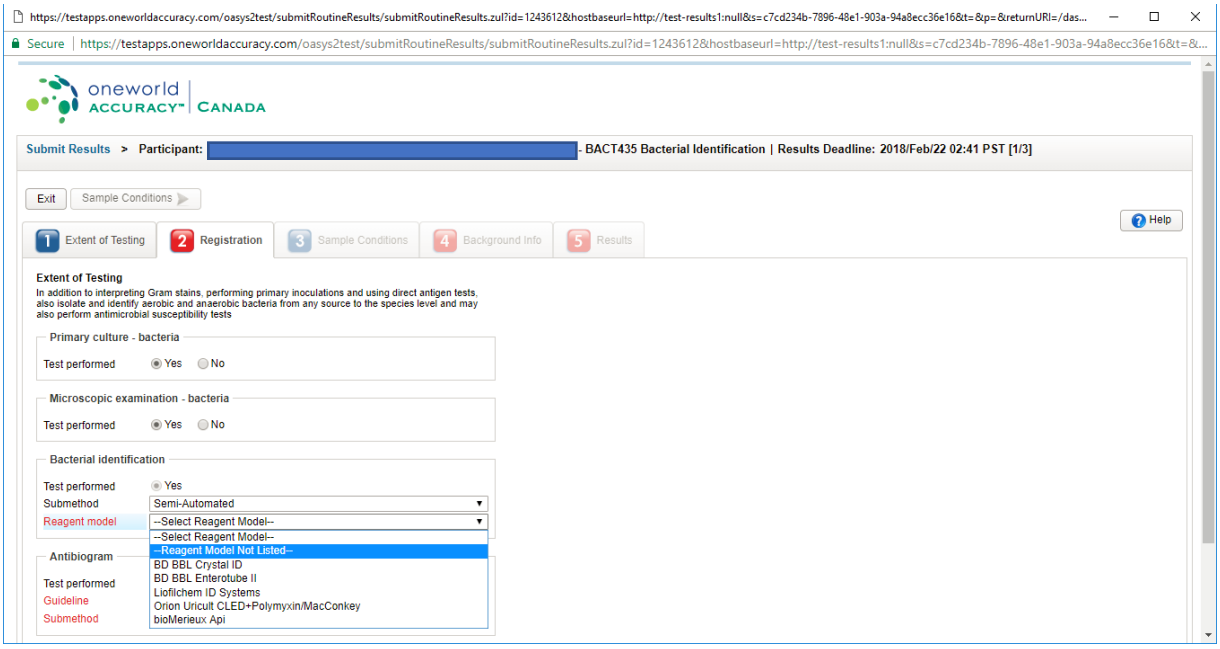
The 4 processes are 1-Primary culture, 2-Microscopic examination, 3-Bacterial identification, and 4-Antibiogram. The first 2 processes are facultative and as such, if you want to report a result for these

processes, select “Yes” at Test performed and select “No” if you do not report for this process. The other processes Bacterial identification and Antibiogram (if you are a laboratory extent of 3, 4, or 5) are mandatory and you should register for these processes.

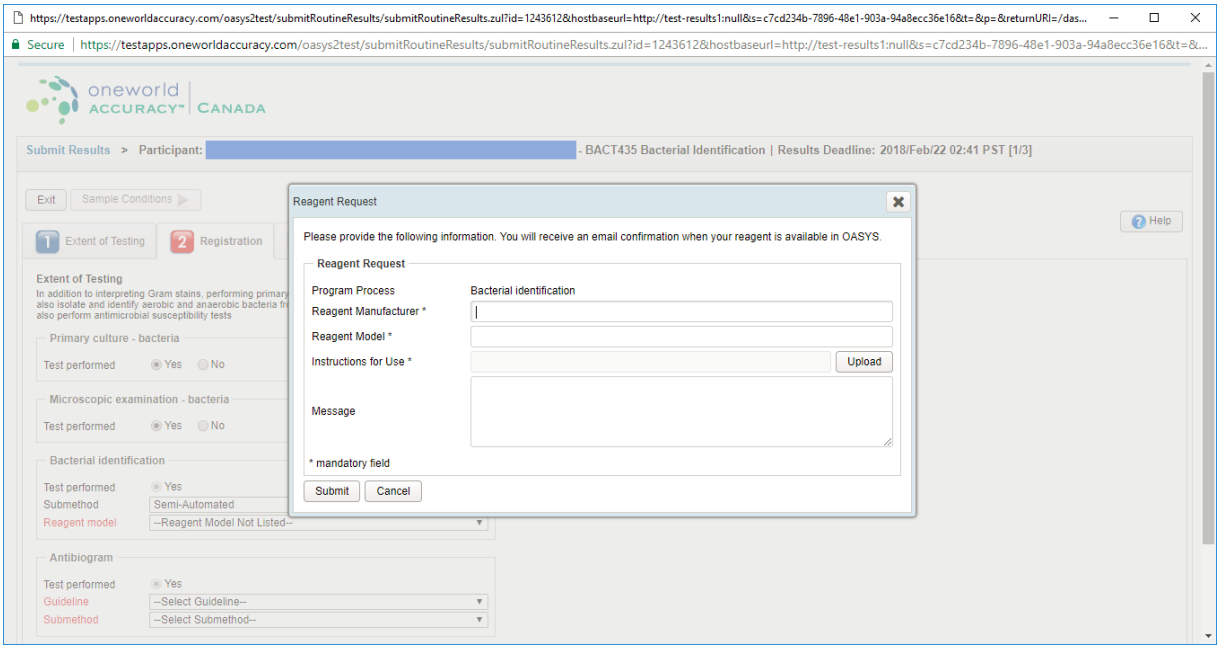
5- To register for Bacterial Identification, you should first determine your method of testing. The Submethod of “Manual” should be selected if your laboratory performs identification using selective and differential growth medium and biochemical tests. The sub-method “Semi-Automated” should be selected if your laboratory performs identification using identification strips such as API or LiofilChem strips. Please select this method if you read and interpret the strip either manually or with an automated reader. The sub-method “Automated” should be selected if your laboratory performs identification using automated analyzers such as Vitek instrument or MicroScan.



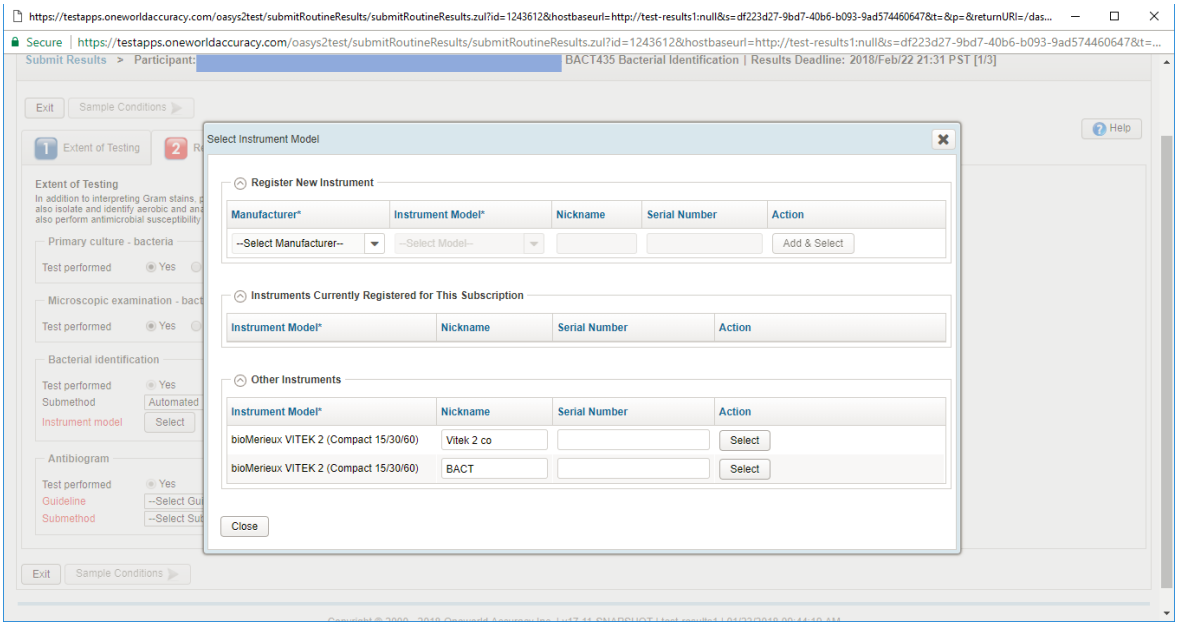
6- If you selected the “Semi-Automated” sub-method, you will need to indicate your reagent within the drop down menu.



If the reagent is not listed, please use the “Reagent Model Not Listed” and fill the appropriate information in the pop-up window.

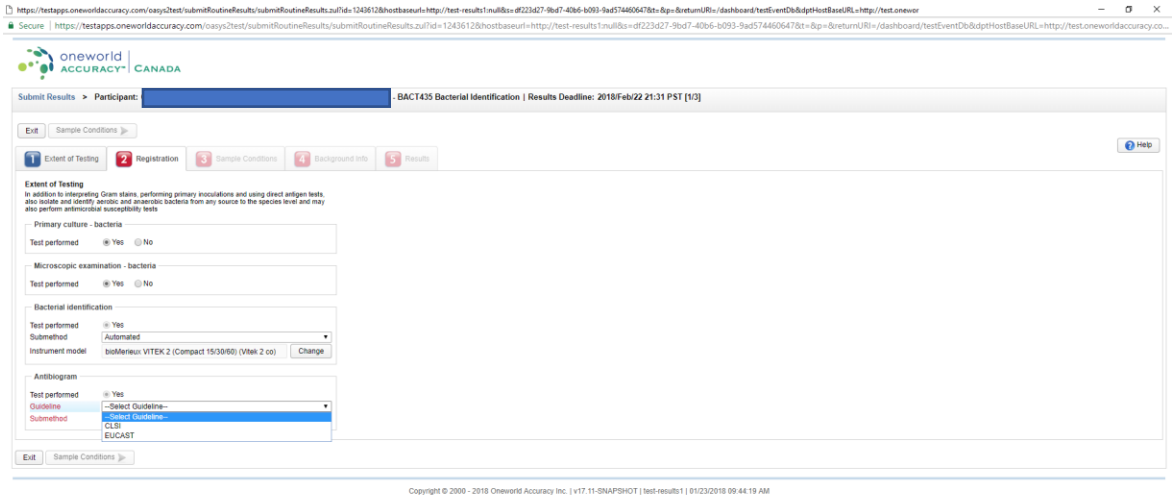


7- If you selected the “Automated” sub-method, you will need to register your instrument by clicking on the “Select” button, which will open the Select Instrument Model window. You can then register your instrument by selecting the manufacturer and instrument model from the drop-down menus. You can also select an instrument that was previously registered.



If the instrument is not listed, please use the "Manufacturer Not Listed" and fill the appropriate information in the pop-up window.

8- If your laboratory performs antimicrobial susceptibility testing, you must first select the guidelines your laboratory follows for AST, either CLSI or EUCAST from the drop-down menu.



9- You must then select the sub-method for AST. The Sub-method of "Manual" should be selected if your laboratory performs AST using Kirby-Bauer or Manual MIC in tube. The sub-method "Semi-Automated" should be selected if your laboratory performs AST using identification strips such as API or LiofilChem strips. Please select this method if you read and interpret the strip

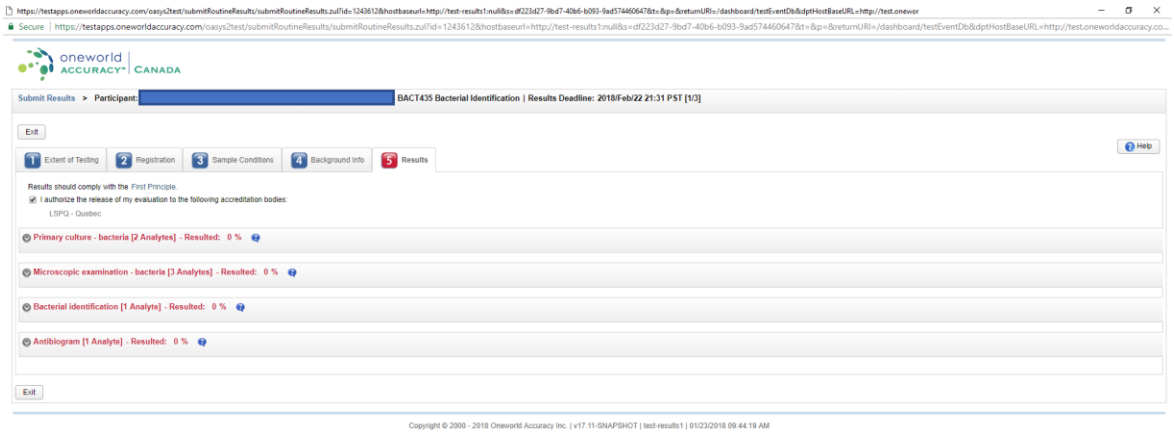
either manually or with an automated reader. The sub-method “Automated” should be selected if your laboratory performs AST using automated analyzers such as Vitek instrument or MicroScan.

10- When the registration is complete, you can move to the third tab “Sample Conditions”. You can enter the date samples were received and were the samples received in good condition.

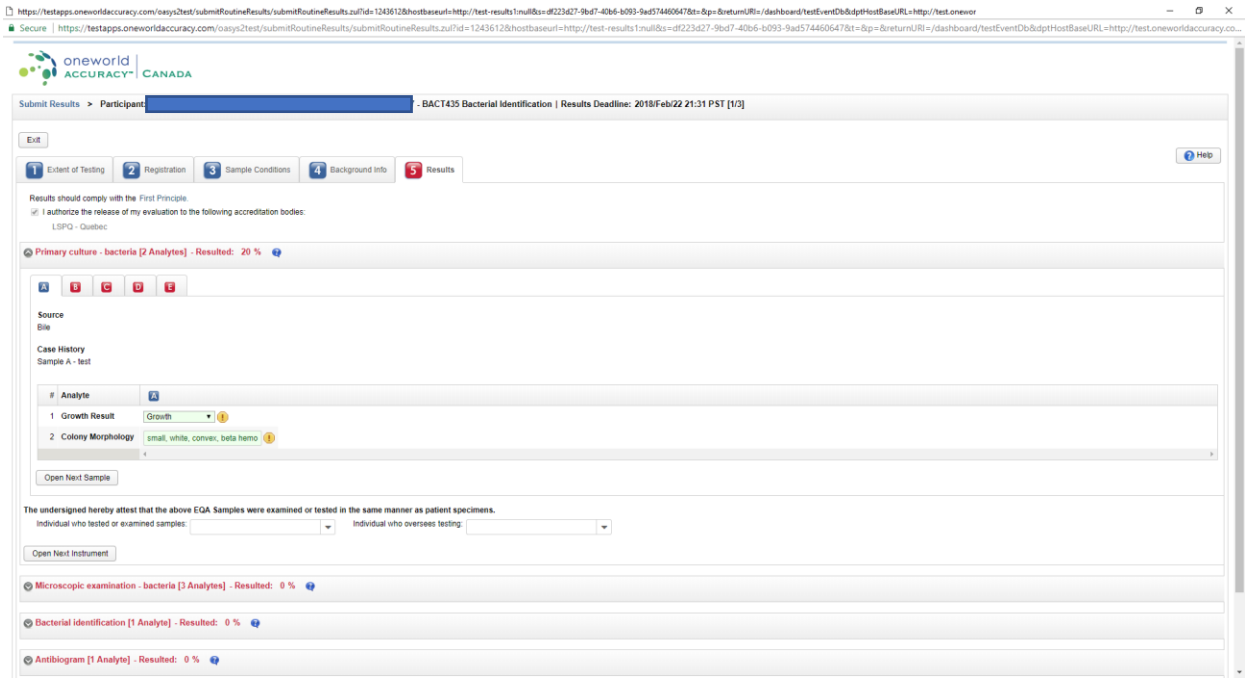
11- If you selected the “Primary culture” process, you will see the 4th tab “Background Info”. On this tab, you need to select the “Growth Medium Used” from the drop-down menu. The growth medium should be the primary growth medium used for proliferation.

You will also need to enter the incubation temperature (number only), select the appropriate unit (°C or °F), and the incubation time (in hours)

12- When this page is complete, you can then move to the last tab “Results”. On this tab, the different processes are listed.

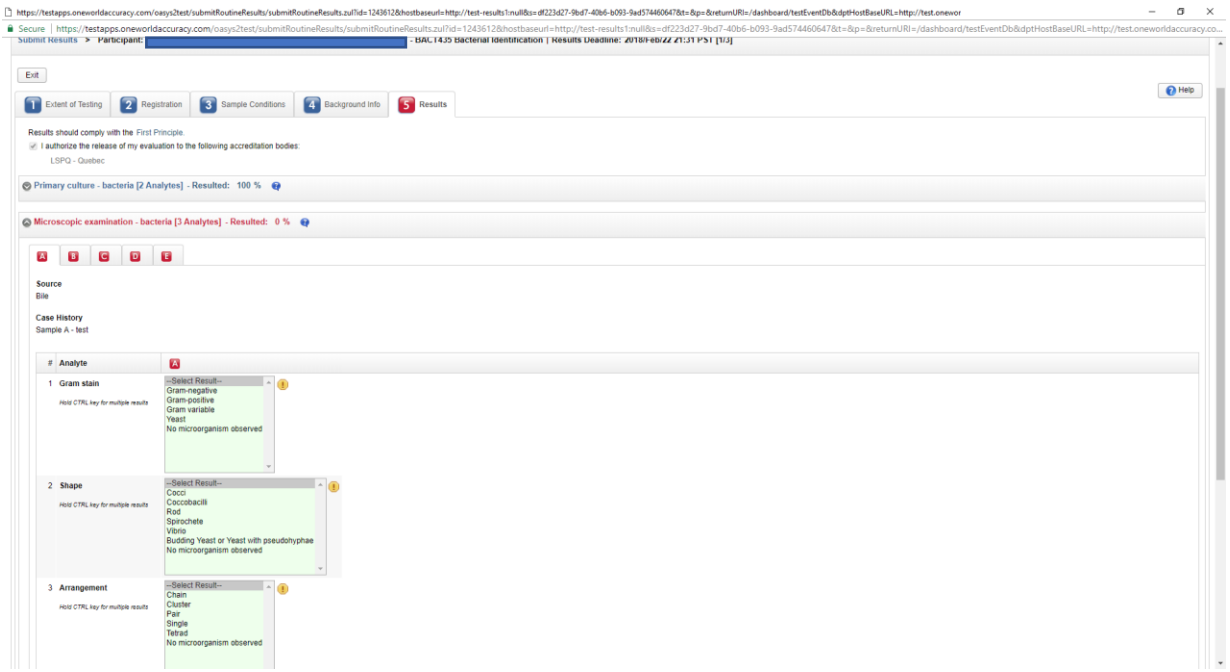


13- In the “Primary culture” process, you will need to enter the Growth Result (either No Growth, Growth, or Mixed culture) on your Primary growth medium. You can also enter the morphology of the colonies as observed on your primary growth medium used.



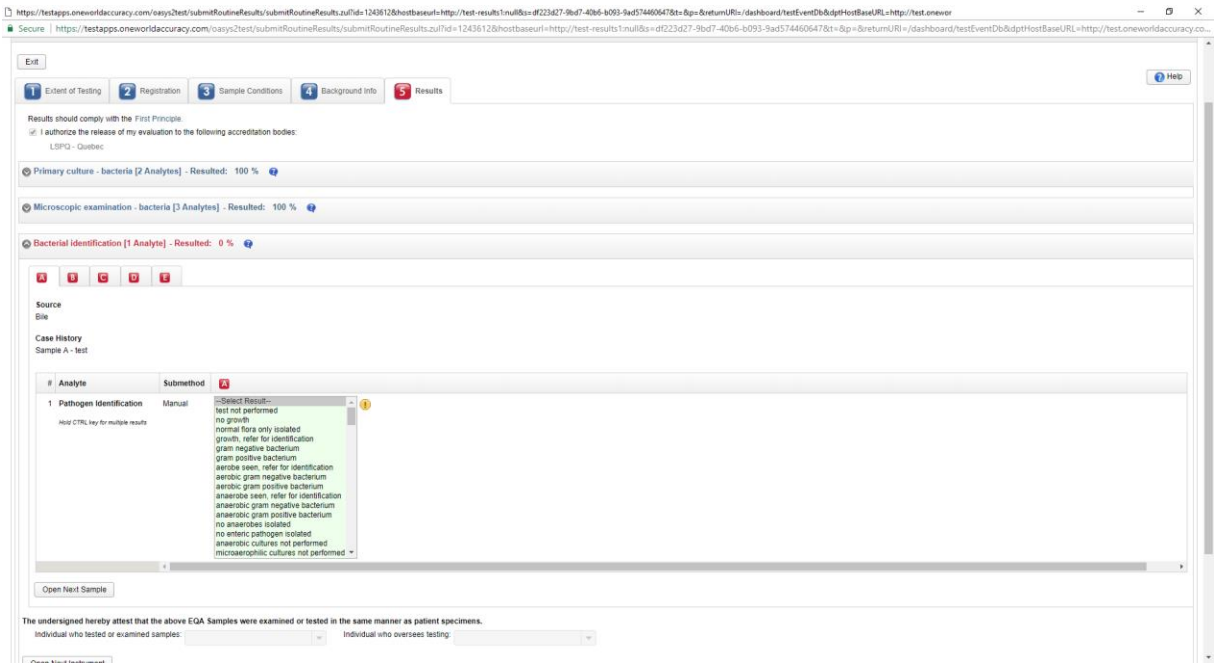
If you observed “No Growth” and/or if you don’t want to add colony morphology, please enter either “-“, “0”, or “N/A”

14- In the “Microscopic examination” process, you will need to select the appropriate “Gram stain”, “Shape”, and “Arrangement”

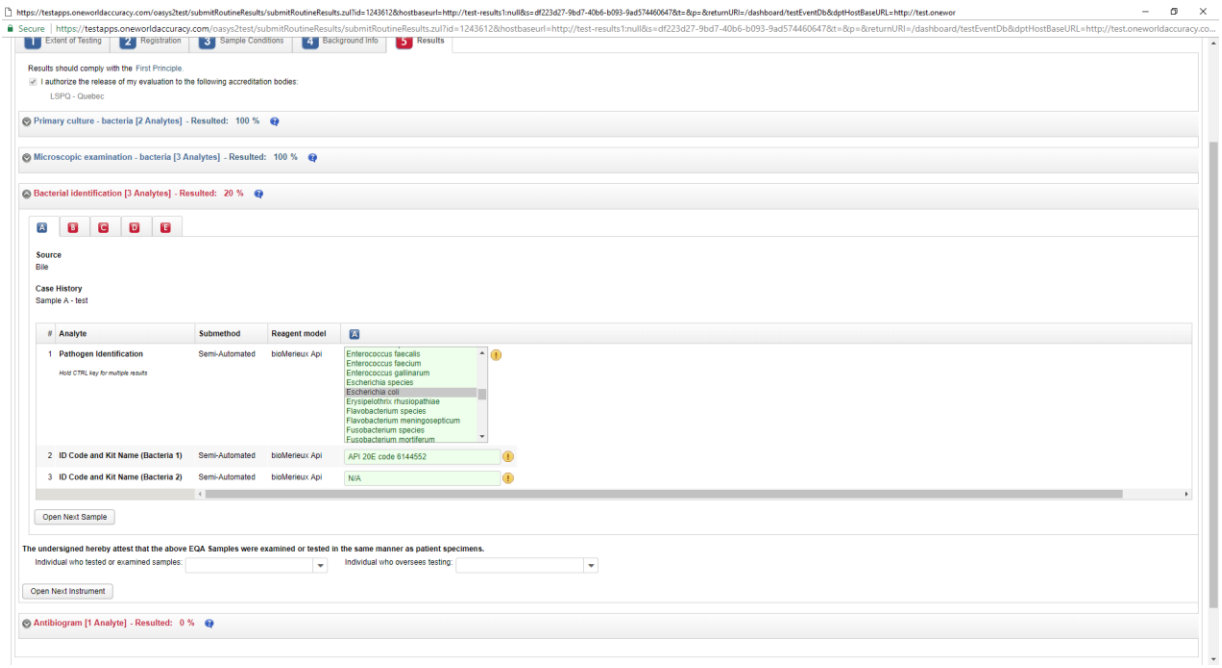


15- The next process is Bacterial identification and the result submission is slightly different depending on the sub-method you registered.

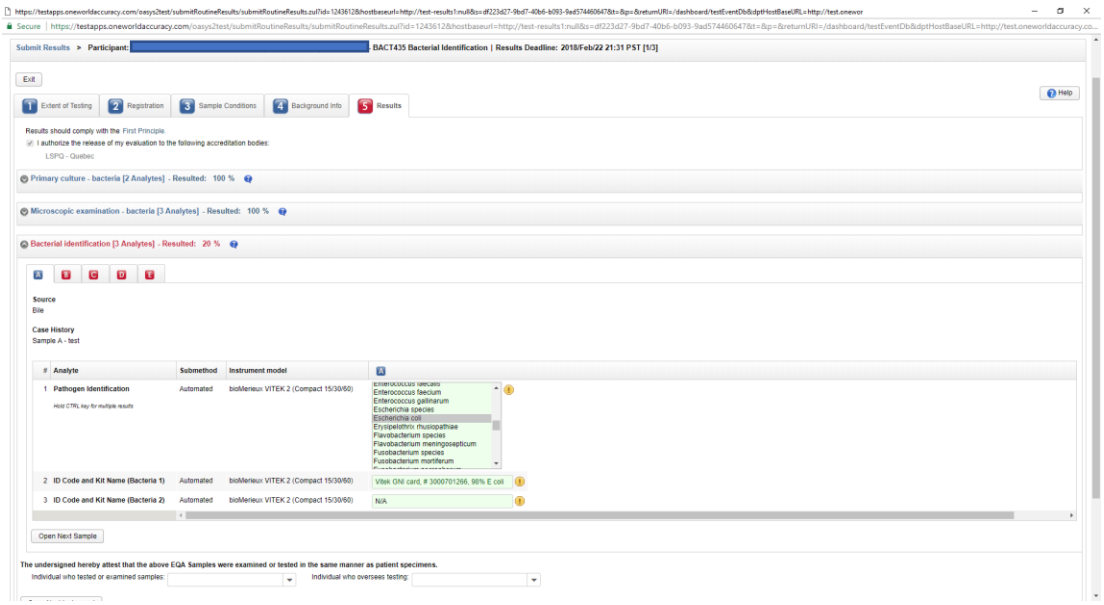
a. If you selected the “Manual” sub-method, you will need to select the pathogen from the drop-down menu.



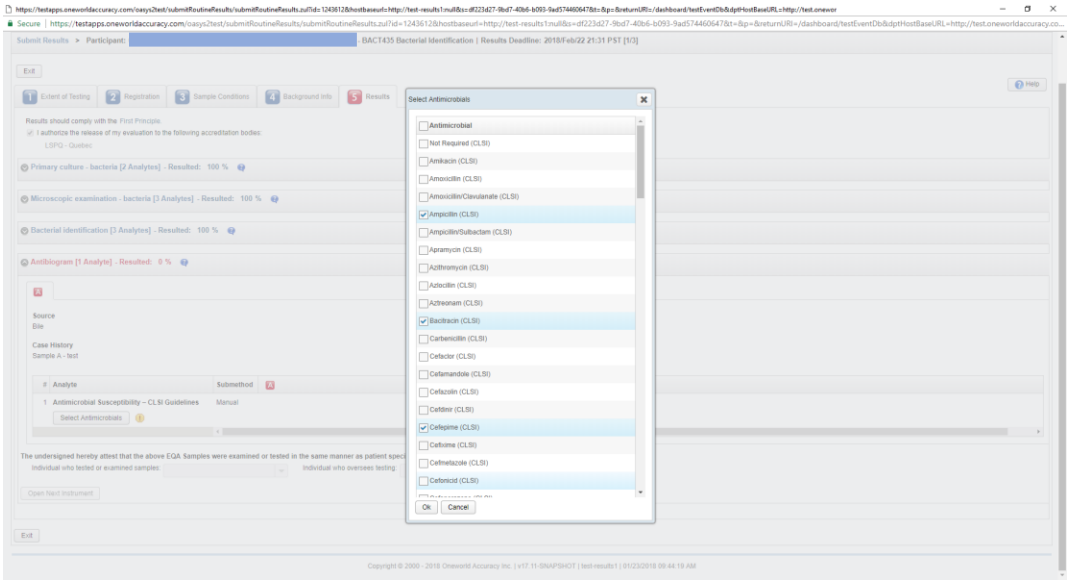
b. If you selected the “Semi-Automated” sub-method, you will need to select the pathogen from the drop-down menu. In addition, you can enter the code that was given by your semi-automated reagent. If you observed no codes and/or if you don’t want to add the identification code, please enter either “-“, “0”, or “N/A”



c. If you selected “Automated” sub-method, you will need to select the pathogen from the drop-down menu. In addition, you can enter the code that was given by your automated analyzer. If you observed no codes and/or if you don’t want to add the identification code, please enter either “-“, “0”, or “N/A”

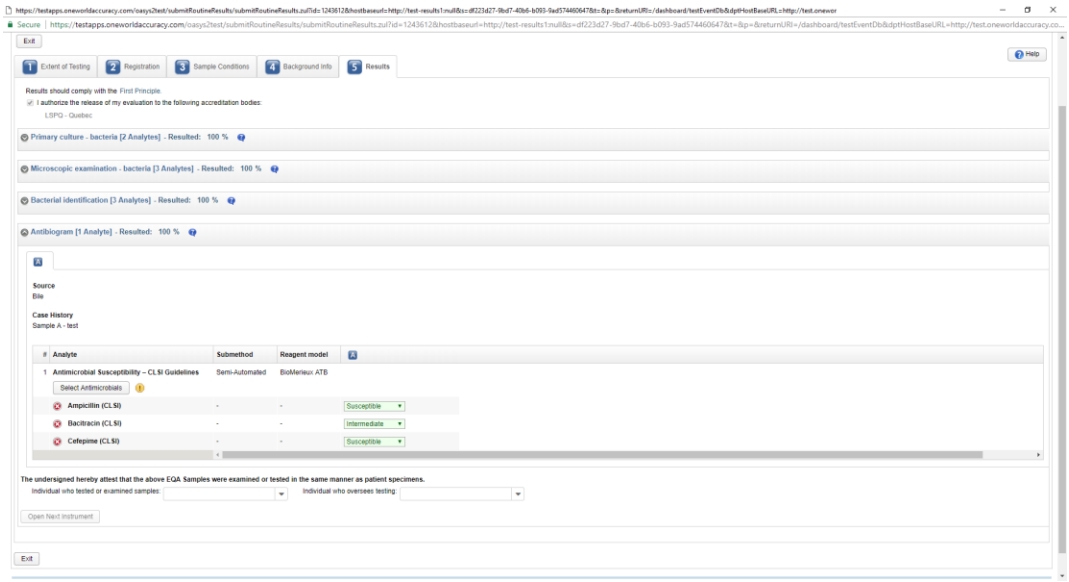


16- The fourth process is the Antibiogram. For this process, you will need to “Select Antimicrobials”. In the pop-up window, you can select the antimicrobials to be tested based on the appropriate guidelines. Note that any inappropriate antimicrobial / organism results reported for this survey will be graded as unacceptable. Please refer to your NCCLS/CLSI or EUCAST guidelines to determine the acceptable antimicrobials for the organism you have identified.



The selected antimicrobials will then appear on the result submission tab, you can then select either Susceptible, Intermediate or Resistant.

17- Once all the results are entered, all the tabs are blue, and you can click on the Exit button



18- All your results are now submitted in OASYS, you can then download your confirmation sheet by double clicking on the printer icon and keep it with your records. You can also modify your answers up to the deadline.