

MOH 240E



REPUBLIC OF KENYA

MINISTRY OF HEALTH

BACTERIOLOGY REGISTER

INSTRUCTIONS ON THE USE OF THE BACTERIOLOGY REGISTER

1. Title

Bacteriology Register

2. Objective of Instructions:

To describe how to complete the register accurately

3. Description:

A bound, serialized and paginated volume used to record all bacteriology results for tests done in the Laboratory

4. Location of Register:

Must be physically located in the Bacteriology section or bench in the laboratory.

5. Who will fill the register?

The technical officer running the tests (includes technologists, pathologists and technicians)

6. Steps for filling the register:

Fill the register according to the format of the columns-

- 6.1. In the first column of the register (without a heading) number the sample or specimen in the order it was received on the bench or section
- 6.2. As soon as the specimen is received on the bench, fill the first eleven (11) columns up to “investigation requested”.
- 6.3. Fill the remaining columns when recording the test results
- 6.4. Enter the date first as dd/mm/yyyy, followed by the time the specimen is received at the bench or section
- 6.5. Enter the same laboratory number allocated to the specimen as it appears in the sample and specimen reception register
- 6.6. Enter the patient's name as specified in the sample and specimen request and report form.
- 6.7. Enter the actual age of the patient, in years, months or days, as spelt out in the sample and specimen request and report form.

6.8. Enter other details as specified in the sample and specimen request and report form. These include: sex, IP/OP Number, facility/ward/clinic of origin, and description of the specimen e.g. blood, pus, sputum etc

6.9. Indicate the condition of the specimen - i.e. “s” for “suitable” or “uns” for “unsuitable”.

6.10. If the sample is unsuitable explain why in the comments column.

6.11. Enter the investigation requested as indicated in the request and report form

6.12. Write down the microscopic findings in the microcopy column

6.13. If an organism is isolated, identify it in the appropriate column

6.14. After sensitivity tests are done, enter the names of the antibiotics tested and degree of susceptibility in millimeters (mm). Each patient row has two antibiotic susceptibility rows to allow up to sixteen tests.

6.15. In the 'rejected' column, indicate “Y” for “yes rejected”, and “N” for “Not rejected”

6.16. The 'Comments’ column is provided for you to explain the reasons for “rejection” or “referral”

6.17. If a specimen is referred, indicate whether in or out, and then which facility in the spaces provided

6.18. Record the date and time results dispatched

6.19. When the results of the referral are known, please transcribe them in the column provided.

6.20. The technical officer filling the register must enter his/her name and signature in the space provided.

Facility name: _____

District _____

Province _____

