#### Microsoft Word and Internet is needed to complete this competency.

**Attention Lab Assistant**

**You need this information regarding Laboratory work stations. Please review this short policy and view the video. The video link is at the end of this document.**

**Do not share answers.**

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| Safety Message | When possible, set up your work station to be ergonomically correct for your body specifications. |

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| Purpose or Principle or Introduction | This procedure provides instructions for the phlebotomist on the proper use and setup of the Chaparral blood draw stations. |

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| Scope | This procedure is intended for all users. |

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| Policy | * This procedure must be followed prior to performing any phlebotomy procedure.
* Phlebotomy procedure **must** be performed standing up.
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| Safety or Special Safety Precautions | Refer to the safety manual for general safety requirements for phlebotomy procedure. |

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| Procedure | Follow the steps below to |
| **Step** | **Action** |
| 1 | Adjust the phlebotomy table to your height and comfort. Adjust the chair height up or down for the patient’s arm to lie flat on the phlebotomy table |
| 2 | Adjust the computer monitor and keyboard height  |
| 3 | Loosen the knob that locks the monitor in place and turn counter-clockwise Wor43D |
| 4 | Slightly lift the monitor up as you are applying pressure, to move either up or down. Wor442 |
| 5 | Tighten knob to lock monitor/keyboard in place. |

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| Author | Eleanor Ilagan, CLS, ASCP,  |

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| Distribution | * Carson Medical Office Laboratory
* Coastline MOB Laboratory
* Gardena MOB Laboratory
* Long Beach MOB Laboratory
* Normandie North MOB Laboratory
* Torrance MOB Laboratory
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** VIDEO INSTRUCTIONS**

<http://www.youtube.com/watch?v=w0FvqA3nZrI>

Instructions to access web link:

Hold the Ctrl key on the keyboard and Click on the web address