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DOCUMENT NUMBER: SCPMG-PPP-0142
DOCUMENT TITLE: Feedback to Phlebotomists and Laboratory Assistants
DOCUMENT NOTES:

LOCATION: SCPMG-rel	VERSION: 02
DOC TYPE: Preanalytic	STATUS: Release

EFFECTIVE DATE: 23 Mar 2017	NEXT REVIEW DATE: 23 Mar 2019
RELEASE DATE: 23 Mar 2017	EXPIRATION DATE:

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OWNER: K053260	CHANGE NUMBER: SCPMG-CR-0309

Feedback to Phlebotomists and Laboratory Assistants

Introduction Regulatory agencies require that Phlebotomists and Laboratory Assistants are given regular feedback on their performance.

Scope This policy is intended for any Phlebotomist or Laboratory Assistant who performs duties within their scope of practice.

Policy

- All Phlebotomists and/or Laboratory Assistants will receive feedback on their performance at regular intervals.
- Feedback will be delivered verbally or written, as needed.
- Feedback will be of both a positive and improvement needed nature.
- Feedback will be gathered from a variety of sources [e.g. patient input, direct observation, and data gathering].

**Non-
Controlled
Documents** CAP Checklist

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Preanalytical Processing Work Group

Signature Manifest

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All dates and times are in Pacific Standard Time.

New Lab Director - Preanalytic

Initial Approval

Name/Signature	Title	Date	Meaning/Reason
Janice Wolf (K119893)	Operations Director	17 Mar 2017, 08:37:13 AM	Approved

Final Approval

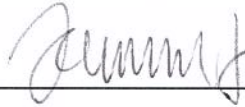
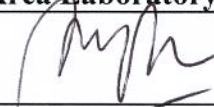
Name/Signature	Title	Date	Meaning/Reason
David Quam (P092597)	Rgnl Mg Admn-Pmg Executive	23 Mar 2017, 10:13:44 AM	Approved

Set Effective Date

Name/Signature	Title	Date	Meaning/Reason
Rebecca Rosser (K053260)	RRL ED CONSULTANT		
Matthew Jones (F754627)	Systems Consultant	23 Mar 2017, 12:36:19 PM	Approved

Feedback to Phlebotomists and Laboratory Assistants

Reviewed and approved by (for Medical Center Area Approval Only):

SIGNATURE	DATE
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