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# Beaumont

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Applicability Dearborn

## Transfusion Medicine Staffing Plan - Dearborn

Document Type: Procedure

### I. PURPOSE AND OBJECTIVE:

The Transfusion Medicine department at the Dearborn campus has an established staffing plan to provide sufficient numbers of qualified staff are available to meet patient care needs. This includes routine optimal staffing, minimum staffing requirements, and critical staffing requirements for the Blood Bank.

### II. DEFINITIONS/ACRONYMS:

- A. Optimal Staffing: The preferred staffing which allows for productive and efficient department operations.
- B. Minimum Staffing: The minimum staffing allowed during non-critical or emergent situations.
- C. Critical Staffing: The absolute minimum staffing allowed to keep the department running; only permitted during times of unplanned emergencies.
- D. Designee: A Medical Technologist that is given additional responsibility or authority by the supervisory staff.
- E. MT Lead: Medical Technologist Lead.
- F. Supervisory Staff: Consists of Managers, Supervisors, and Medical Technologist Leads.
- G. Support Staff: Lab Assistants, Clerical staff
- H. Float Staff: Medical Technologist that is given primary duties in Auto-technical Department but assigned to help assist during peak volume or unplanned emergencies.

### III. POLICIES:

- A. Supervisory staff is responsible for pre-scheduling the Transfusion Medicine staff. Designees may be responsible for pre-scheduling the department shifts if assigned by the supervisory staff. Once scheduled employees job assignments are added to the schedule to designate job responsibilities throughout the week.
- B. All requests for schedule changes or days off must be pre-approved. If a schedule change is requested after the schedule is already posted, the employee requesting the change must find any required shift coverage.
- C. If an employee is working hours that are different from their normally-scheduled shift, documentation of the changes must be written on the Beaumont Health Timekeeping Deviation Sheet, provided by the Payroll department.
- D. A minimum number of technical staff must be scheduled seven days a week, twenty-four hours a day. Supervisory and support staff are scheduled based on the day of the week and the department.
- E. During staffing shortages, technical staff must stay until coverage arrives or the workload is manageable. The Employee Contact List should be utilized to call in more staff, if necessary.
- F. Staff should not work more than twelve consecutive hours, unless deemed absolutely necessary by supervisory staff in times of unplanned, critically low staffing.
- G. Additional staff may be scheduled to accommodate for workload and staffing adjustments.
- H. For day shift, there must be at least one member of the supervisory staff (Supervisor or MT Lead) scheduled Monday – Friday, with the exception of corporate holidays. The Medical Director (MD) may designate alternate coverage if necessary.

Optimal Staffing Plan	Blood Bank	
	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory	2.0
	Technical	5.0
Day Shift (Saturday, Sunday and Holidays)	Technical	2.0
Afternoon Shift (Monday - Friday)	Supervisory <sup>+</sup>	1.0
	Technical	2.0
	Float	1.0
Afternoon Shift (Saturday, Sunday and Holidays)	Technical	2.0
	Float	1.0
Midnight Shift (Monday - Friday)	Supervisory <sup>+</sup>	1.0
	Technical	1.0
	Float	2.0
Midnight Shift (Saturday, Sunday and Holidays)	Technical	2.0
	Float	1.0

Supervisory staff have capability to fully cover technical duties where needed.  
<sup>+</sup> Oversight responsibility includes auto-technical departments, has capacity to cover technical duties where needed.

Minimal Staffing Plan	Blood Bank	
	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory	1.0
	Technical	4.0
Day Shift (Saturday, Sunday and Holidays)	Technical	2.0
Afternoon Shift (Monday - Friday)	Supervisory <sup>+</sup>	1.0
	Technical	1.0
	Float	1.0
Afternoon Shift (Saturday, Sunday and Holidays)	Technical	2.0
	Float	1.0
Midnight Shift (Monday - Friday)	Supervisory <sup>+</sup>	1.0
	Technical	1.0
	Float	1.0
Midnight Shift (Saturday, Sunday and Holidays)	Technical	1.0
	Float	1.0
Supervisory staff have capability to fully cover technical duties where needed. + Oversight responsibility includes auto-technical departments, has capacity to cover technical duties where needed.		
Critical Staffing Plan	Blood Bank	
	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory <sup>*</sup>	0.0
	Technical	3.0
Day Shift (Saturday, Sunday and Holidays)	Technical	1.0
	Float	1.0
Afternoon Shift (Monday - Friday)	Supervisory <sup>+</sup>	0.0
	Technical	2.0
Afternoon Shift (Saturday, Sunday and Holidays)	Technical	1.0
	Float	1.0
Midnight Shift (Monday - Friday)	Supervisory <sup>+</sup>	0.0
	Technical	1.0
	Float	1.0
Midnight Shift (Saturday, Sunday and Holidays)	Technical	1.0
	Float	1.0
* Supervisory staff have capability to fully cover technical duties where needed. + Oversight responsibility includes auto-technical departments, has capacity to cover technical duties where needed.		

## Approval Signatures

Step Description

Approver

Date

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