

Beaumont

Origination 3/24/2020
Last Approved 2/1/2024
Effective 2/1/2024
Last Revised 2/1/2024
Next Review 1/31/2026

Document Contact Kimberly Cole:
Spec, Operations
Area Laboratory-
Operations
Applicability Dearborn

Laboratory Employee Notification for Absence

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The laboratory is responsible for providing adequate staffing levels at all times to provide quality patient care. Staff call-ins have a significant impact on patient care. Therefore, the laboratory is implementing a policy to address call-ins, in addition to the [Attendance and Reliability](#) policy.

II. PROCEDURE:

When an employee is scheduled to work and needs to report:

- A call-off for their scheduled shift, to be made at least two hours before the start of their shift
- A tardy; or
- The need to leave early (before the end of your scheduled shift)

Staff in each laboratory department is to adhere to the following guidelines to provide communication of the absences or occurrence to the respective Department Manager:

A. Inpatient Phlebotomy staff:

1. Call 313-593-7994 or 313-593-7900 and request to speak to the Department Manager. If the Department Manager is not present, the employee is to notify their department Lead.
2. In the event their department Manager or Lead is not available, the employee is to contact another Manager, Supervisor, or Tech in charge.

B. Specimen Processing staff:

1. Call 313-436-2389 and request to speak to the Department Manager. If the

Department Manager is not present, the employee is to notify their department Supervisor, Lead, or Processor in Charge.

- a. In the event that nobody answers the above number call 313-593-7902.
2. In the event their department Manager or Lead is not available, the employee is to contact another Manager, Supervisor, or Tech in charge.
3. Whomever takes the call off is to complete the attached Unscheduled Absence Notification Form and leave it for your manager and lead.

C. Autotechnical staff:

1. Hematology Staff call 313-593-7905 and Chemistry staff call 313-436-2196 and request to speak to the Department Manager. If the Department Manager is not present, the employee is to notify staff working in the department that answered the call.
2. The staff member who takes the call must fill the attached Unscheduled Absence Notification Form, post on the shift schedule board, and contact the Department Supervisor/Manager if needed.

D. Blood Bank staff:

1. Call 313-593-7915 and request to speak to the Department Manager. If the Department Manager is not present, the employee is to notify staff working in the department that answered the call.
2. The staff member who takes the call must fill the attached Unscheduled Absence Notification Form, post on the shift schedule board, and contact the Department Supervisor/Manager if needed.

E. Cytology/Histology Staff:

1. Call 313-436-2366 and request to speak to the Anatomic Pathology Tech Coordinator. If the Coordinator is not present leave a voice mail, send an email, or text to the Coordinator.
2. If the Coordinator is on vacation leave a voice mail on her phone above and notify your coworkers.

F. Microbiology staff:

1. Call 313-593-7921 to notify an employee working in the department.
2. Staff working in the department will notify the Department Manager/Supervisor if needed.

Attachments

[Unscheduled Absence Notification Form.pdf](#)

Approval Signatures

Step Description	Approver	Date
Medical Director	Jeremy Powers: Chief, Pathology	2/1/2024
Policy and Forms Steering Committee Approval (if needed)	Kimberly Cole: Spec, Operations	1/29/2024
	Christopher Ferguson: Mgr, Laboratory	1/29/2024
	Kimberly Cole: Spec, Operations	1/29/2024

Applicability

Dearborn

COPY