# Applicable Laboratory(s)):

North Carolina Baptist Hospital (NCBH)

Lexington Medical Center (LMC)

Davie Medical Center (DMC)

Wilkes Medical Center (WMC)

High Point Medical Center (HPMC)

Westchester

Clemmons

# Policy Purpose

The purpose of this policy is to outline requirements for attendance and call outs for Blood Bank and SCTCT staff.

# Scope

This policy applies to Blood Bank, SCTCT staff and management.

# Definitions

1. Policy: As defined in the Policy on Creating and Amending Policy, a statement of principle that is developed for the purpose of guiding decisions and activities related to governance, administration, or management of care, treatment, services or other activities of WFBH.  A policy may help to ensure compliance with applicable laws and regulations, promote one or more of the missions of WFBH, contain guidelines for governance, and set parameters within which faculty, staff, students, visitors and others are expected to operate.
2. WFBH Lab System: Wake Forest Baptist Lab System is a health system that includes Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Lexington Medical Center (LMC), Davie Medical Center (DMC), Wilkes Medical Center (WMC), High Point Medical Center (HPMC), Lab at Westchester and Lab at Clemmons.

# Policy Guidelines

1. Attendance Policy

*Refer to WFBH Policy: Attendance Policy*

1. Department specific Policy
2. If staff are unable to work the scheduled shift or will be late for the scheduled shift:
3. Call the lab at 716-2618 and notify them of your absence or tardiness.
4. Call the manager on call and notify them of your absence or tardiness.
   * Text messages are only ok if you get a response from management in a timely manner. If no response is received, a phone call with verbal confirmation of absence or tardiness is required.
   * Determine who is on call:
     1. Check schedule anywhere
     2. Ask a co-worker to check the schedule when you notify the lab in step a.
5. If staff are unable to stay and work the full scheduled shift:
6. Notify/consult charge tech or senior staff member.
7. If short staffing could lead to patient safety issues, management must be notified.
   * Minimum staffing in the lab varies by shift. *Refer to BB-POL-0007*
   * If staffing falls below minimum numbers as determined by shift, management must be notified.
   * During shift overlaps, breaks, and meals there shall always be 2 fully trained techs in the blood bank.

# Literature References:

# Related Policies/Procedures in Navex:

WFBH Policy: Attendance Policy

# Attachments/Linked Documents in Title 21:

BB-SOP-0007: QP: Resources

# Revision Dates: Review Change Summary as Represented in Title 21.