

# Beaumont Laboratory Royal Oak

Effective Date: 11/14/2019 Supersedes: 03/24/2017

Related Documents:

RC.HM.PY.001 Hematology Expectations

# HEMATOLOGY DAYSHIFT BREAK POLICY

RC.HM.PY.005.r04

# **Purpose**

It is the responsibility of all employees to adhere to this break policy, so as not to disrupt optimal workflow in the hematology and coagulation departments.

### **Policy**

An employee is permitted two 30-minute breaks during each day worked (one paid and one unpaid). All breaks will be no longer than 30 minutes in duration. It is expected that all hematology and coagulation staff members will adhere to the break schedule listed in the table below on a daily basis. During these break times, the minimum-staffing requirement is 3 staff members for hematology, and 1 staff member for coagulation.

	AM Breaks		PM Breaks	
Recommended	8:00-8:30 AM	9:00-9:30 AM	12:00-12:30 PM	1:00-1:30 PM
Times	8:30-9:00 AM	9:30-10:00 AM	12:00-1:00 PM*	1:30-2:00 PM
Workstations	7 BM	8 BM	7 BM	8 BM
	7 H1	7 H2	7 H1	7 H2
	7 D	7 F	7 D/ 8S*	7 F
	7 C1	7 C2	7 C1	7 C2

## **Exceptions**

**Exceptions to the Break Policy:** (can include but not limited to staffing, employee call-ins, or heavy workload).

The tech responsible for platelet aggregations and the techs assigned to the bone marrow bench may break based on workflow. An exception for the staff members assigned to these workstations is permitted due to the time sensitivity involved in the analysis of the specimens.

If an exception arises, the employee is responsible for making arrangements with co-worker(s) for an alternate break time, making sure that their bench is covered, as well as making sure the minimum-staffing requirement is adhered to, as indicated. If difficulty arises when arranging alternate break-time coverage, notify hematology management.

The above break times are recommended times and are intended for Monday through Friday staffing. Weekends and holidays will differ: a minimum of 2 staff members should remain in the hematology/ coagulation areas at all times, preferably one in hematology and one in coagulation, workload dependent.

### **Authorized Reviewers**

Medical Director, Hematology

### HEMATOLOGY DAYSHIFT BREAK POLICY

### **Document Control**

Location of Master: Hematology Procedure Manual

Master electronic file stored on the Beaumont Laboratory server:

S:/HEMACOAG/Document Control/Hematology/Policy/Hematology Dayshift Break Policy.doc

Number of Controlled Copies posted for educational purposes: 0

Number of circulating Controlled Copies: 0 Location of circulating Controlled Copies: NA

# **Document History**

Signature	Date	Revision #		Related Documents Reviewed/ Updated
Prepared by: Dana Wolfe, MLS(ASCP)  Jasmine Southgate,  MLS(ASCP)	01/07/2011			
Approved by: Ann Marie Blenc, M.D.	01/07/2011	00	New policy.	OK
Reviewed by: (Signature)	Date	Revision #	Modification	Related Documents Reviewed/ Updated
Ann Marie Blenc, M.D.	04/04/2012	01	Clarified minimum weekend/holiday coverage.	OK
Ann Marie Blenc, M.D.	04/29/2013	02	Updated bone marrow start time; added Jasmine Southgate to "Prepared by".	OK
Ann Marie Blenc, M.D.	04/06/2015		No change	OK
Ann Marie Blenc, M.D.	03/24/2017	03	Updated logo; updated workstation times and designations.	ОК
Elizabeth Sykes, MD	02/02/2018			
Peter Millward, MD	01/30/2019		New Medical Director	
Ann Marie Blenc, M.D.	11/14/2019	04	Updated to and more recommended break times.	ОК

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