**Principle**

The Histology Laboratory has an established staffing plan that is actively reviewed to ensure sufficient numbers of qualified staff are available to meet patient care needs. The following plan addresses scheduling policies, defines “MINIMUM” and “CRITICAL” staffing levels, Emergency staffing levels and outlines actions to be taken during times of **unplanned** staffing shortages.

**Policy SCHEDULING POLICIES:**

* Supervisory staff is responsible for pre-scheduling Histology Laboratory’s staff.
* Changes to completed schedule must be written in the e-time exception book.
* A minimum number of technical staff must be scheduled seven days a week, twenty-four

hours a day.

* During staff shortages, working staff will be asked to stay until coverage arrives or workload is manageable.
* There should be (1) supervisor scheduled in the Histology Laboratory, Monday-Friday.

**STAFFING PLAN**

1. **OPTIMAL STAFFING PLAN**

**Supervisory staff** (2)

**Histotechnologists**

(4 regular, 1 contingent) Sun

(13) M

(14.5)T-Th

(11.5) F

(2 contingents) Sat

**Lab Assistants**

(2.5) T-F

(2.0) M

1. **MINIMUM STAFFING PLAN**

**Supervisory staff** (1)

**Histotechnologists**

(3 regular, 1 contingent) – Sun

(11) M

(12.5) T-Th

(9.5) F

(2 contingent, regular tech covers vacations) Sat

**Lab Assistants**

(1.5) T-F

(1.0) M

1. **CRITICAL STAFFING PLAN**

**Supervisory staff** (1)

**Histotechnologists**

(2 regular, 1 contingent) – Sun

(8) M

(11.5) T-Th

(8.5) F

(2 contingent, regular tech covers vacations) Sat

**Lab Assistants**

(1.0) T-F

(1.0) M

1. **EMERGENCY STAFFING PLAN**

**Supervisory Staff** (2)

**Histotechnologists**

(6)

**Lab Assistants**

(0)

 **During Critical staffing, the following steps will be taken:**

* Staff that is working will be asked to stay over their shift to assist.
* All contingents trained in the area experiencing the critical staffing will be contacted to see if they are available to cover.
* Anyone that is cross-trained to assist in an area that is critically staffed will be shifted to cover (only if staffing allows).
* Supervisors trained in the area of critical staffing will assist on the bench.
* Other Beaumont Laboratory sites will be contacted to see if they can send assistance.
* If necessary, specimens will be triaged according to diagnostic importance (the pathologists will be consulted as needed).

**IF A SUPERVISOR IS NOT ON-SITE DURING A CRITICAL STAFFING SHORTAGE THEY MUST BE CONTACTED IMMEDIATELY:**

 **Jennifer Lehmann 810 730-0641**

 **Sharon Scalise 586 698-8241**

##### Document Control

##### Location of Master: Master electronic file stored on the Beaumont Laboratory server under

##### S:\Anatomic Pathology\Royal Oak\Histology\Document Control\Master Documents\Histology Procedures\General

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##### Document History

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| Signature | Date | **Revision #** |  | **Related Documents****Reviewed/****Updated** |
| Prepared by: J.Lehmann |  | **00** |  |  |
| Approved by: Dr. Bernacki  |  | **00** |  |  |
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