

Beaumont

Origination 5/18/2022
 Last 8/17/2023
 Approved
 Effective 9/16/2023
 Last Revised 1/27/2023
 Next Review 8/16/2025

Document Contact Kelly Sartor: Mgr,
 Division Laboratory
 Area Laboratory-Blood Bank
 Applicability Royal Oak

Transfusion Medicine Staffing Plan - Royal Oak

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

The Transfusion Medicine department at the Royal Oak 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, Tissue Bank, and Human Leukocyte Antigen (HLA) Departments.

II. DEFINITIONS AND 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 or Clerical staff.
- H. **FTE:** Full-time equivalent.

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, day shift, afternoon shift, and midnight shift employees are added to the *Day Shift Job Assignments*, *Afternoon Shift Job Assignments*, and *Midnight Shift Job Assignments* 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 *Disaster Call 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 supervisory staff (Manager, Supervisor or MT Lead) scheduled Monday-Friday, with the exception of corporate holidays. The Medical Director (MD) may designate alternate coverage if necessary.

IV. PROCEDURE:

A. Optimal Staffing Plan

	Blood Bank		Tissue Bank		HLA	
	Type of Staff	FTE	Type of Staff	FTE	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory	4.0	Supervisory	1.0	Supervisory	1.0
	Technical	7.0	Technical	1.0	Technical	1.0
	Support	3.0	Support	1.0	Support	1.0
Day Shift (Saturday, Sunday, and holidays)	Technical	3.0	NA	NA	NA	NA
Afternoon Shift (Monday - Friday)	Supervisory	1.0	NA	NA	NA	NA
	Technical	5.0				
Afternoon Shift (Saturday, Sunday, and holidays)	Technical	2.0	NA	NA	NA	NA
Midnight Shift (Tuesday - Friday)	Supervisory	1.0	NA	NA	NA	NA
	Technical	3.0				
Midnight Shift (Saturday - Monday, holidays)	Technical	2.0	NA	NA	NA	NA

B. Minimum Staffing Plan

	Blood Bank		Tissue Bank		HLA	
	Type of Staff	FTE	Type of Staff	FTE	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory	1.0	Supervisory	0.0	Supervisory	0.0
	Technical	6.0	Technical	1.0	Technical	1.0
	Support	1.0	Support	0.0	Support	0.0
Day Shift (Saturday, Sunday, and holidays)	Technical	3.0	NA	NA	NA	NA
Afternoon Shift (Monday - Friday)	Supervisory	0.0	NA	NA	NA	NA
	Technical	5.0				
Afternoon Shift (Saturday, Sunday, and holidays)	Technical	2.0	NA	NA	NA	NA
Midnight Shift (Tuesday - Friday)	Supervisory	0.0	NA	NA	NA	NA
	Technical	3.0				
Midnight Shift (Saturday - Monday, holidays)	Technical	2.0	NA	NA	NA	NA

C. Critical Staffing Plan

	Blood Bank		Tissue Bank		HLA	
	Type of Staff	FTE	Type of Staff	FTE	Type of Staff	FTE
Day Shift (Monday - Friday)	Supervisory	0.0	Supervisory	0.0	Supervisory	0.0
	Technical	5.0	Technical	1.0	Technical	1.0
	Support	0.0	Support	0.0	Support	0.0
Day Shift (Saturday, Sunday, and holidays)	Technical	2.0	NA	NA	NA	NA
Afternoon Shift (Monday - Friday)	Supervisory	0.0	NA	NA	NA	NA
	Technical	4.0				
Afternoon Shift (Saturday, Sunday, and holidays)	Technical	2.0	NA	NA	NA	NA
Midnight Shift (Tuesday - Friday)	Supervisory	0.0	NA	NA	NA	NA
	Technical	2.0				
Midnight Shift (Saturday - Monday, holidays)	Technical	2.0	NA	NA	NA	NA

Attachments

Afternoon Shift Job Assignments

Day Shift Job Assignments

Midnight Shift Job Assignments

Approval Signatures

Step Description	Approver	Date
Policy and Forms Steering Committee (if needed)	Ann Marie Blenc: System Med Dir, Hematopath	8/17/2023
	Kristina Davis: Staff Physician	8/14/2023
	Kelly Sartor: Mgr, Division Laboratory	7/21/2023
	Kelly Sartor: Mgr, Division Laboratory	7/21/2023
	Brooke Klapatch: Medical Technologist Lead	7/10/2023

COPY