 <b>Processing SOP Manual</b>	<b>Title: Coordinator Daily Procedure</b>	
	<b>SOP:</b> Processing Department	<b>Version: 1.0</b>
	<b>Effective Date:</b> 5/3/2017	Page 3 of 4

**PURPOSE:**

To outline the daily duties of the Processing Coordinator/Supervisor

**SCOPE:**

Processing Department

**RESPONSIBILITY:**

The Medical or Section Director is responsible for ensuring that the procedure is in compliance with CAP and CLIA regulations. The Director must review and approve this procedure at appropriate intervals. The Medical Director may delegate some of the responsibilities to other CLIA/CAP qualified personnel.

The Processing Supervisor/Manager will have the overall responsibility for implementing this procedure. The supervisor/manager is responsible for ensuring that the procedure is followed accurately and that competency documentation is appropriate.

All processors performing this procedure are required to have appropriate training and competency approved. They are responsible for reading, understanding and competently performing this procedure without deviation.

**EQUIPMENT: N/A**


**SUPPLIES: N/A**

**PROCEDURE:**

The coordinator is responsible for leading the shift and monitoring workflow. The coordinator is responsible for making decisions regarding escalation of problems, communicating with management and other departments, and daily assignments.

During each shift, the coordinator will:

- A. Post daily Slide Distribution Forms, Specimen Receipt Log, and Third Party Logistic (TPL) Sign In/Out Logs at the podium. Assure that sign out station is prepared for daily activities.
- B. Assure station 1 is set up appropriately for the day as indicated by the station 1 procedure.
- C. Post daily seating board arrangement, i.e. assign processors to all pods and referral testing duties.
- D. Answer the department's phone line and triage calls appropriately.
- E. Monitor that all routes are checking in and out on schedule, notifying the Logistics manager if problems arise (+/- 15 minutes).
- F. Monitor the triage of specimens down the speed rail

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- G. Kansas City Expedite, Kansas City Non-Expedite, St. Louis, Springfield, Fulton State Hospital, Landmark Hospital, Columbia Dermatology Histology Tissues, and Rusk Rehabilitation specimens are all expedited clients. They must be immediately sorted with all items including microbiology and chemistry specimens being typed and processed as soon as possible.
- H. Assure when processors are complete with expedited runs, specimens are promptly taken to the proper departments.
- I. If processors have any BHC or UMC send-outs, build those loads or write-ups according to the send-out procedures and call out a stat courier to run those to the appropriate reference laboratory.
- J. Prepare the Toxicology drug screens as indicated by the reference laboratory procedure (if needed). Let the appropriate courier know they are complete
- K. Resolve any STAT or expedite Exceptions after hours following the Exception Handling procedure.
- L. Assist processors as needed.
- M. Complete daily audits
- N. Act as the head of the department in the absence of a supervisor or manager
- O. Resolve “not on file” manifests
- P. Resolve any outstanding will calls
- Q. Provide leadership and direction for all processing staff.
- R. Perform any necessary investigations for potential deviation from SOP, errors or other event needing attention including entering QAs and counseling as needed
- S. Other duties as assigned by management.

**REFERENCES: N/A**

**RELATED DOCUMENTS: N/A**

**APPENDICES: N/A**