**PROCEDURE: HAND OFF COMMUNICATION**

The Microbiology Laboratory has established a procedure for communicating information about any issues from the bench, regarding the communication of critical results, personnel issues (sick calls), instrument issues, or any other pertinent information that the next shift should be aware of. During the course of a day, verbal communication is done on a constant basis. However, at the end of the shift, if there is anything that needs to be communicated, it is put on the Communication Log which is located at the front counter in a binder. For an example of the Log, see [Form 1 – Microbiology communication log](file:///\\LSFILE04\Microbiolab$\Micro%20Procedures\Forms\F1%20-%20COMMUNICATION%20LOG.xlsx). At the start of each shift, the specialist or tech in charge for the shift, checks the log and if there is anything that needs to be addressed, will do so. Once the issue has been addressed, the tech that addressed the issue will initial the log.