

TRAINING UPDATE

Lab Location:

All

Date Distributed:

7/1/2015

Department:

Phlebotomy Group Leads

Due Date:

7/15/2015

Implementation:

7/15/2015

DESCRIPTION OF REVISION

Name of procedure:

**Phlebotomy Group Lead Daily, Weekly & Monthly Duties Checklist
AG.F249.1**

Description of change(s):

Add WFC and Shift Planning
Add detail to AM collection
Add Crystal reports and metrics

This revised FORM will be implemented on July 15, 2015.

Document your compliance with this training update by taking the quiz in the MTS system.

GROUP LEAD DAILY, WEELY & MONTHLY DUTIES CHECKLIST

Phlebotomy

Month: _____ Year: _____

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Daily Duties ¹																																
Check staffing/ WFC log/ Review schedule in Shiftplanning & boards																																
Monitor shift change / check daily duties checklists/sign																																
AM Phlebotomy: pull, review & post Crystal report for Collections & Receipt Metric Status. Fill out AM Performance form																																
STAT Crystal review & feedback																																
Laser and Label printers check																																
Temperature Maintenance Logs																																
LIS / HIS issues																																
Check with Processing / Group Lead & staffing																																
Carts - assign clean up and stocking																																
PL Logs																																
Tube System check																																
QV Reports Responses																																
Check supplies / Vocera Inventory-check																																
Staff Cross-Training Checklist spot check																																
Direct Observation/paper competency																																
Training Updates / MTS check																																
Break/Lunch assignments for staff																																
Staff in Cross training check																																
SCRUBEX Machine status check																																
Specialized equipment inventory & check/order: Thrombo-Tic, Verify now/PFA, all tube types, lancets, etc.																																
Off-Site draws update & ABH, ARH-staff feedback on collections/pick up. (SG only)																																
Daily butterfly cabinet counts																																
Phlebotomy crystal reports pulled, reviewed and posted																																

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Weekly Duties ²																															
Weekend Butterfly Stock up for weekend																															
Weekly Sign Offs																															
Staffing Check- weekly Schedule																															
Weekend Staffing with Sr. Reps.																															
Eye Wash Check/Sign Off (WAH only)																															
Review notice/ schedule board for any updates/mail.																															
Weekly Direct Observation check & status update to Supervisor																															
Tube Expirations forms collated																															
OL Log Review with Core Lead																															
Monthly Duties ³																															
Monthly OL Log/ work along with Core & Specimen Processing GL																															
Eye Wash Sign Off																															
Tube Expiration, final collate for filing																															
Monthly Competency Direct Observations turned in																															
Monthly Metrics Review: Blood Culture rate & volume draws																															
Monthly off-site (ARH & ABH) Tube Expiration Checks- SG only																															

- 1 – Initial each block daily as the task is performed
- 2 – Initial the block corresponding to the date the **weekly** task is performed
- 3 – Initial the block corresponding to the date the **monthly** task is performed

Note: In absence of Group Lead, Sr. Rep/Designee will follow Daily Duties checklist and fill it out accordingly.

Comments:

Add a sheet for additional comments

1. Weekly review:	2. Weekly review:	3. Weekly review:
4. Weekly review:	5. Weekly review:	Monthly review: