

TRAINING UPDATE

Lab Location: SGMC
Department: Phlebotomy

Date Distributed: 7/7/2015
Due Date: 7/29/2015
Implementation: 7/29/2015

DESCRIPTION

Name of procedure:
Phlebotomy Daily Shift Log, SGMC AG.F328.0
Description of change(s):
<p>New daily shift log</p> <p>This FORM will be implemented on July 29, 2015.</p>

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

PHLEBOTOMY DAILY SHIFT LOG

DATE: _____

DAILY DUTIES	1 ST SHIFT	2 ND SHIFT	3 RD SHIFT
Temperature check		N/A	N/A
Check STAT, ASAP and Routine printers for label rolls			
Check laser printer			
PL log	0700 <input type="checkbox"/> 1000 <input type="checkbox"/> 1200 <input type="checkbox"/>	1300 <input type="checkbox"/> 1530 <input type="checkbox"/> 1730 <input type="checkbox"/> 1830 <input type="checkbox"/> 2030 <input type="checkbox"/>	2330 <input type="checkbox"/> 0230 <input type="checkbox"/>
Vocera check/count			
All Carts Cleaned			
Restock Phlebotomy Supplies			
Clean all counter tops with disinfectant.			
Butterfly needle check/count			
Un Received list closest to timings (attach log to this sheet)	0000 to 1230 printed around 0700 <input type="checkbox"/> 0830 <input type="checkbox"/> 1030 <input type="checkbox"/> 1130 <input type="checkbox"/> 1215 <input type="checkbox"/>	0000 to 2100 printed around 1230 <input type="checkbox"/> 1430 <input type="checkbox"/> 1630 <input type="checkbox"/> 1830 <input type="checkbox"/> 2045 <input type="checkbox"/>	0000 to 2400 printed around 2130 <input type="checkbox"/> 2330 <input type="checkbox"/> <i>After date change</i> 0000 to 0400 printed around 0100 <input type="checkbox"/> 0230 <input type="checkbox"/> 0400 <input type="checkbox"/>
Signatures:	over given by: _____ to _____	over given by: _____ to _____	over given by: _____ to _____
Comments/ Pending work:	_____ _____	_____ _____	_____ _____

Notes: (attach a separate sheet if space is not enough for communication)
