

TRAINING UPDATE

Lab Location: GEC, SGMC & WAH
Department: All staff

Date Distributed: 9/20/2016
Due Date: 10/5/2016
Implementation: 10/5/2016

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:
Organizational Chart SGAH.L03 v8 Note: this has been converted to a system SOP
Description of change(s):
Section 3: Updated job titles Section 9: Updated chart This revised SOP will be implemented on October 5, 2016

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

Non-Technical SOP

Title	Organizational Chart	
Prepared by	Leslie Barrett	Date: 2/26/2009
Owner	Robert SanLuis	Date: 8/22/2016

Laboratory Approval		
Print Name and Title	Signature	Date
<i>Refer to the electronic signature page for approval and approval dates.</i>		
Local Issue Date:		Local Effective Date:

Review:		
Print Name	Signature	Date

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1. PURPOSE

This policy outlines lines of authority and professional responsibility within the Quest Diagnostics hospital facilities.

2. SCOPE

Organizational chart is provided as a guide.

3. RESPONSIBILITY

Employees are to direct questions/issues to their immediate supervisor.
Supervisors / Managers will seek guidance from the System Laboratory Manager or Director, as appropriate.
The System Lab Director will seek guidance from the BU Lab Operations Director and/or Medical Director.
Communication should flow freely to enhance the professional decision making process.

4. DEFINITIONS

None

5. PROCEDURE

Not applicable

6. RELATED DOCUMENTS

None

7. REFERENCES

None

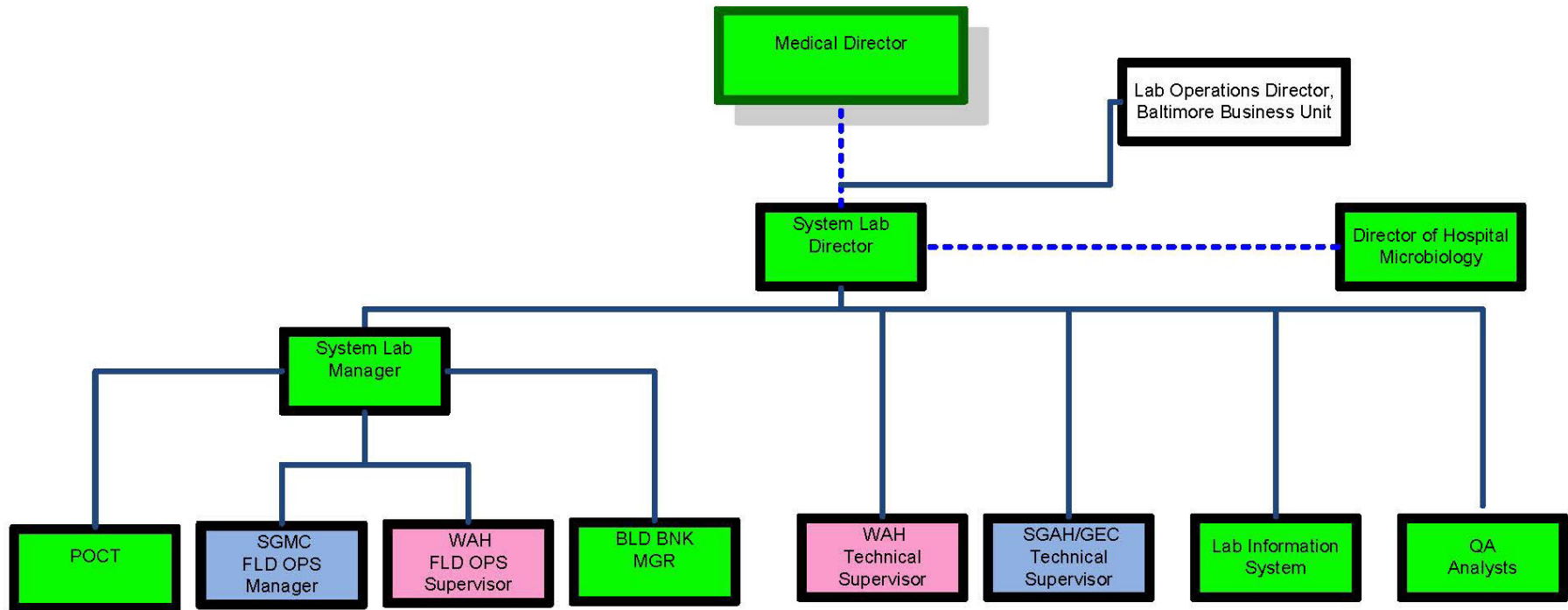
8. REVISION HISTORY

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes SOP L001.002		
000	6/2/2009	Added Core Laboratory Supervisor and Night Shift Lead, updated Director of Hospital Operations	L. Barrett	K. Senger
001	2/24/2010	Updated owner Section 9: updated Operations, Blood Bank and Field Ops Managers, added lab Aide	L. Barrett	L. Loffredo
002	7/28/2010	Section 9: add Field Operations Supervisor, remove Client Services Lead	L. Barrett	L. Loffredo
003	2/22/2011	Section 3: add Regional Director Section 9: update to a system chart	L. Barrett	L. Loffredo
004	10/22/13	Section 9: update chart Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13.	L. Barrett	L. Loffredo
5	7/15/14	Section 9: update chart	L. Barrett	L. Loffredo
6	4/8/16	Section 9: update chart	L. Barrett	L. Loffredo
7	8/22/16	Update owner Header: add other sites Section 3: update job titles Section 9: update chart	L. Barrett	R. SanLuis

9. ADDENDA AND APPENDICES

Organizational chart for Quest Diagnostics at Adventist HealthCare

Quest Diagnostics at Adventist HealthCare Organizational Chart (8.22.2016)



System Organization Key

