

TRAINING UPDATE

Lab Location: SGMC and WAH **Date Implemented:** 2.27.2019
Department: Field Operations **Due Date:** 3.15.2019

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Phlebotomy Assignment Sheets

Description of change(s):

1. We have new phlebotomy assignment sheets for each location.
2. In the past, we tracked morning run and each shift on a separate paper. We will now have a single (2-sided) sheet to track the entire day.
3. The group lead or rep in charge is responsible for assigning the units and lunch coverage. The group lead/rep in charge has the authority to make changes as he/she sees fit. All other employees will comply with their instructions.



SGMC Phlebotomy Assignments

Date: _____

AM run (4:30 – 8:00 am) phlebotomy assignments

Assigned To	Units	# of Draws
	2A, PACU, Pre-Op	
	2B	
	2C (Observation)	
	PCU (2D)	
	4A, ED, Peds ED	
	4B	
	4C	
	4D	
	ICU, NICU, L&D (3F), Mother- Baby (3AB), 3D	
	Behavioral Health	
	Rehab	
	In Charge Representative	

Dayshift (8:00 am – 1:00 pm) phlebotomy assignments:

Assigned To	Units
1	Second Floor 2A, 2B, 2C (Observation), 2D (PCU), ED, Peds ED
2	Staff members cover lunch for each other
	Third Floor ICU, NICU, L&D (3F), Mother-Baby (3AB), 3D, PACU, Pre-Op
1	Fourth Floor 4A, 4B, 4C, 4D
2	Staff members cover lunch for each other and third floor
	In Charge Representative



Evening shift (1:00 – 9:30 pm) phlebotomy assignments:

Assigned To	Units
	Second Floor 2A, 2B, 2C (Observation), 2D (PCU), ED, Peds ED Covers lunch for 3 rd floor phlebotomist
	Third Floor ICU, NICU, L&D (3F), Mother-Baby (3AB), 3D, PACU, Pre-Op Covers lunch for 4 th floor phlebotomist
	Fourth Floor 4A, 4B, 4C, 4D Behavioral Health and Rehabilitation STAT draws Covers lunch for 2 nd floor phlebotomist
	In-Charge Representative

Night shift (9:00 pm – 4:30 am) phlebotomy assignments:

Assigned To	Units
	First and Second Floors PACU, Pre-OP 2A, 2B, 2C (Observation), 2D (PCU), ED, Peds ED
	Third and Fourth Floors ICU, NICU, L&D (3F), Mother-Baby (3AB), 3D 4A, 4B, 4C, 4D
	In Charge Representative

***Note: The group lead and/or representative in charge will make changes as needed**



WAH Phlebotomy Assignments

Date: _____

AM run (4:30 – 8:00 am) phlebotomy assignments:

Assigned To	Units	# of Draws
1	1500	
2	2100	
3	2200	
4	2500	
5	3000 (L&D)	
6	3100(Mother-Baby)	
7	3200	
8	3800	
9	4100	
10	4200	
11	4300	
12	5100	
13	5200	
14	5300	
Total AM Draws:		
In Charge Representative		

Dayshift (8:00 am – 1:00 pm) phlebotomy assignments:

Assigned To	Units
1	1500 2500 3000 (L & D) 3100 (Mother-Baby) 3800
2	2100 2200 3200 5200 PACU Radiology Short Stay Wound Care
3	4100 4200 4300 5100 Transcare



Evening shift (1:00-9:30 pm) phlebotomy assignments:

Assigned To	Units
	1500 2500 3000 (L&D) 3100 (Mother-Baby) 3800 4300 5100 Transcare Radiology
	2100 2200 3200 4100 4200 5200 PACU Short Stay Unit Wound Care
	Representative in Charge

Night shift (9:00 pm – 4:30 am) phlebotomy assignments:

Assigned To	Units
	1500 2100 2200 2500 3000 (L & D) 3100 (Mother-Baby) 3200 3800 4100 4200 4300 5100 5200 5300 PACU Short Stay Unit Transcare Radiology Wound Care

***Note: The group lead and/or representative in charge will make changes as needed**