



Laboratories at Adventist Healthcare White Oak Medical Center, Shady Grove Medical Center and Germantown Emergency Center

Date: January 30, 2020

LABORATORY ALERT

Subject: Field Ops Schedule Expectations

The Laboratory is informing you of the following:

The information below is to clarify some expectations. We apologize if the lines for these have been kind of blurred.

1. Shift trades are acceptable. However, all shift trades must be approved and on the schedule prior to the shift. Please put all trades into Shift Planning in advance. A supervisor will approve, the trade will go to the other employee to approve, and then we will add to the schedule. Please notify your direct supervisor if you are unable to enter a particular trade into Shift Planning.
2. If you call out, you are required to notify both the department and your supervisor in advance. SGMC staff will notify me right now. If you cannot reach your supervisor, please contact the lab administrator on call.
3. The representative in charge of the incoming shift has the authority to ask (and require) the on-call person for the outgoing shift to stay if workload requires. All on-call staff members MUST check with the rep in charge of the incoming shift prior to leaving for the day, period. There are no exceptions to this rule.
4. There is an expectation that staff will work the entire time that they are clocked in and at work.
 - Night shift staff will begin drawing specimens immediately at 9pm when they arrive. They will not wait until 9:30 when evening shift is leaving.
 - Staff will continue drawing specimens until the end of their shift.

These policies are in place to protect all of our staff members and ultimately our patients. Please ensure you are adhering to the defined processes. Thank you for all you do to make sure our patients are taken care of!

Contacts:

Stephanie Codina, Laboratory Manager, SGMC 240-826-6689

Wendell McMillan, WOMC Field Ops Supervisor 240-637-6126