

Core Lab General Manual Core Laboratory	Document No. CORE 6070 Q Page 1 of 2
Shift Communication and Responsibilities	Origination: 02/2014 Version: 0

Policy Statement	In order to minimize any delays and disruptions to releasing patient results it is important that there be open communication amongst all three shifts that includes patient specimen, technical and operational information.
Purpose	To ensure optimal, prompt and seamless patient care.
Scope	This procedure applies to all workstations in the Core Laboratory.
Responsibility	All technologists are responsible for integrating this procedure into their daily responsibilities and duties. Technologists are responsible for documenting any issues on the communication logs. Lead Technologists or designated charge techs must review the communication logs and complete other duties as specified.

Communication Log

A communication log is utilized in the Core Lab to inform all associates of any noted issues and to document problems. The Charge Technologist should review the log at the beginning of the shift. The Charge Technologist should sign and date that all information was reviewed at the beginning of the shift. The communication log should be filled out by the technologist working at the specified workstation(s) by the end of their shift. The communication log is also utilized to document completion of Charge Tech duties. Two communications logs are kept in the Core Laboratory. The logs incorporate all sections/analyzers of the lab, as listed below.

- Chemistry
 - Cobas
 - Integra
 - Manual Chemistry
 - Centaur
 - miniVIDAS
 - GeneXpert
- Hematology
 - Sysmex
 - Special Hematology
 - BCS
 - Iris
 - Rapids Testing

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Technologist Activities

- Report to their assigned workstation after punching into the time clock, with the required PPE.
- Review the Communication Log for your specified area.
- Take report from the outgoing technologist. Communicate any pertinent issues that may affect patient care.
- Check reagent and supply inventory to ensure that there are minimal disruptions.
- Monitor the pending log(s) for the workstation. Ensure that all patient samples are accounted for in lab.
- Complete the Communication Log prior to the end of shift.
- Maintain a clean work area throughout the shift.
- Check email.

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Chemistry Communication Log

Date: _____

QC Failures:

Calibrations Performed:

Analyzer/Reagent Issues:

Reagents added to E Module:

This Log Includes:

- Cobas
- Integra
- Manual Chemistry
- Centaur
- miniVIDAS
- GeneXpert

Problem patients/samples:

Reminders:

- ◇ Check the Cobas Reagent Waste
- ◇ Check the Integra Activator, Accelerator & SDR2
- ◇ Check the Centaur Cleaning Solution

Quality Control Review

Shift	Charge Tech Sign and date
Day	
Evening	
Night	

Communication Log Review

Shift	Charge Tech sign and date
Day	
Evening	
Night	

Hematology Communication Log

Date: _____

QC Failures:

Calibrations Performed:

Analyzer/Reagent Issues:

Problem patients/samples:

This Log Includes:

- Systemex
- Special Hematology
- BCS
- Iris
- Rapids Testing

Reminders:

- ◇ Run Cleanser and 2 Diluents on Iris
- ◇ Run Daily QC on Veritor (Day)
- ◇ Clean Slide Cassettes (Night)
- ◇ SP 1000 Maintenance (Night)

Quality Control Review

Shift	Charge Tech Reviewed
Day	
Evening	
Night	

Communication Log Review

Shift	Charge Tech Reviewed
Day	
Evening	
Night	