

LAB ASSISTANT DUTY ASSIGNMENT POLICY AT SFH

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| <input type="checkbox"/> St. Joseph Medical Center Tacoma, WA | <input type="checkbox"/> St. Clare Hospital Lakewood, WA | <input type="checkbox"/> St. Elizabeth Hospital Enumclaw, WA |
| <input checked="" type="checkbox"/> St. Francis Hospital Federal Way, WA | <input type="checkbox"/> St. Anthony Hospital Gig Harbor, WA | <input type="checkbox"/> PSC |

PURPOSE

Assignment of Lab Assistant duties is essential to standardization of the Specimen Processing area, providing the most efficient throughput of patient samples to delivery of quality patient results.

BACKGROUND

The duties have been assigned to accommodate different staffing models: from one to three lab assistants. All staff should assist each other as time permits to promote teamwork. Positions will be designated on the Lab Assistant monthly schedule and adjustments as necessary by supervisor.

LAB ASSISTANT POSITIONS:

Position ONE-(A) Duties

1. Triage all STAT samples and PTS
2. Process STAT samples
3. Answer Phones
4. Track & troubleshoot ED samples without orders and orders without samples
5. Attend Code Yellow/Trauma in ED or Code Blue –when others are out of lab
6. Troubleshooting difficult or miscellaneous requests, and Follow-up orders
7. Perform and document Daily Lab Assistant Checklist duties
8. Print CPR and review with issues with next shift (written and verbal hand-off communication at 0700, 1430 and 2300). Document on Lab Assistant Communication Log and review as needed.
9. Assist with Hard Draws on the floors
10. Draw Outpatients when others are out of the lab
11. Discard urines at 72 hours & discard blood at 8th day to provide space for next day samples

Position TWO-(B) Duties

1. Triage all draws and monitor requested collections
2. Specimen Pick-ups & deliver reports to MOB and pick up PATHOLOGY samples
3. Specimen Ordering and Processing (Stat bin first and then routines based on courier pickup times)
4. Order and process Non-Stat Body Fluids.
5. Attend Code Blue or Code Yellow if in Lab.
6. Answer phones
7. Print NCC's as needed
8. Stock supplies, unpack supplies & clean counters & document
9. Assist in Daily Lab Assistant Checklist & document
10. Record Temperature- Cryostat in Frozen Section Room & document on log's
11. Prepare Send Out & Pathology Samples (If No Position #3) & Pull RQW's
12. Night shift deliver reports to Pre-Admit

Position THREE- (C) Duties—FLOAT Duties

1. Cover Breaks and Meal Breaks
2. Cover all other duties as assigned to Position Two and Position One.

Pickup site	Time	Time	Time	Time
MOB	0900	1130	1400	1630
Pathology samples	0900	1130	1400	1900
Break Schedule Guidelines (Note: Estimated 30 minutes between the 2-5 hour of shift and 90 prior to end of shift)	Break 1 st 15min. (paid)	Break 30 min. (unpaid)	Break 2 nd 15 min. (paid)	
Scheduled Start Time	Break Time	Break Time	Break Time	
0300	0500	0700	0945	
0700 / 0730	0900 / 0930	1100	1400	
0900	1100	1300	1530	
1200 – 10 hour shift	1430	1700	2045	
1500	1700	1900	2100	
1530	1730	1930	2130	
2300	0030	0300	0615	
2330	0130	0530	0645	

DOCUMENT APPROVAL Purpose of Document / Reason for Change:

11/29/12 – Changed Doc ID from SPC-0135 to SPC-0132 due to conflict. New header/format. Minor edits in times for breaks, scheduled start times - inside table. Changed from bullets to numbers. Modified several duties.

No significant change to process in above revision. Per CAP, this revision does not require further Medical Director approval.

Committee Approval Date	<input checked="" type="checkbox"/> Date: 10/15/12	Medical Director Approval (Electronic Signature)		10/10/12
	<input type="checkbox"/> N/A – revision of department-specific document which is used at only one facility			