

Laboratory, Inuvik Regional Hospital

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Memo

To: Laboratory Staff
From: Jennifer G. Daley Bernier, R.T. (CSMLS), Laboratory Supervisor
CC: Nichole McDonald, R.N., Manager Outpatient Clinical Care
Date: 5/24/2012
Re: Approved Duties for Overtime, Callback and Weekend / Statutory Holiday Standby

The following are a list of pre-approved activities for Overtime, Callback and Weekend / Statutory Holiday Standby:

- ✓ ER & ACU STAT Testing
- ✓ ACU Routine testing in AM (although this should be minimal)
- ✓ Daily Maintenance & QC on instruments as necessary to perform testing
- ✓ Packing box to go to DynaLIFE_{DX} (Saturday mornings only)

The following activities are NOT to be performed during overtime or callback:

- ✗ Referral Reports
- ✗ Weekly Maintenance
- ✗ Calibrations
- ✗ Administrative Work
- ✗ External Proficiency Testing

Although it is tempting to try and do extra work during call backs to help out the workload, it does not allow for accurate assessment of our workload in order to establish our staffing needs.

If you have any questions please do not hesitate to contact the Laboratory Supervisor.



Jennifer G. Daley Bernier, R.T. (CSMLS)