

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

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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<sub>DX</sub> (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)