Temporary Work Process While Main Lab is Upstairs

**Processor One (by the tube system)**

1. Manages the tube system, from walking away to distribute blood, to coming back the tube system needs to be looked at for any new specimens delivered.
2. Log’s in and distributes blood to appropriate departments.
3. Answers the overflow of the phone (never answer the first ring unless it was told to you that all lab assistants have stepped out)
4. Manages the white board, keeps it current and sends lab assistants out on draws keeping tabs on where lab assistants are.
5. On small White Board, write Phlebotomist, pager# and floor(s)being drawn.
6. Call pagers, when needed

**Processor Two (1-3 Lab Assistants)**

1. Handles all specimen drop offs.
2. Answers the phones
3. Logs in and reviews reqs from offsite buckets.
4. Go out on floor draws. Always, upon returning to the lab, checks in with the processor, also, check the ‘in’ bucket.
5. Specimens logged in by the Phlebotomists, are to be delivered to the appropriate departments.
6. Assist in OP if needed.
7. Pick up Blood cultures from the ER when called by the ER, communicating with processor before going to ER.
8. If available continue to help with ER draws when called.
9. Keep your eye on the pending. Do not print labels from the pending before communicating with the processor.
10. Continually check with processor to help as needed.
11. Communicate with processor before leaving phlebotomy area.

**\*\*Lab Coats must be worn at all times while working in lab\*\***

**Outpatient Lab**

1. Walk specimens to lab and hand them off to a lab assistant if no one is there walk them up to the processor. Alert whoever you are dropping the specimen(s) off to if it is a STAT or if the specimen(s) requires immediate attention.
2. Help out with off-site buckets if needed and time allows.