**UW Medicine - Pathology**

6000-02-07-18

**HAND OFF COMMUNICATION PROCEDURE BETWEEN HISTOLOGY AND IHC**

|  |
| --- |
| Adopted Date: 4/11/13  Review Date:  Revision Date: |

PURPOSE

**Inform all staff about the process of leaving any communications regarding issues between histology and IHC lab using the designated white board for everyone to see at the beginning, during and at the end of each shift.**

**SCOPE**

Histology and IHC staff

PROCEDURE

1. Staff will be rotated and assigned to be the IHC/Bond person every week.
2. An employee assigned to be the IHC/Bond person of the week is to write any request, information, messages as needed on the designated white board.
3. All staff writing messages should have the following criteria when writing on the communication board:
4. Topic header ( Task that needs to be completed)
5. Case number and block letter
6. Date and time of message
7. Initials of person leaving the message
8. Deadline for the request
9. Once a request has been completed, the person that fulfilled the request will erase the note on the board.
10. If a particular request has not been completed, it will stay written until someone has completed or followed up on the order or issue.

REFERENCES

RELATED DOCUMENTS

APPENDIXES

Written By: Director Approval:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: Date: