**UW Medicine - Pathology**

 6000-02-07-19

**HAND OFF COMMUNICATION PROCEDURE (HISTOLOGY)**

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| Adopted Date: April 15,2013Review Date:Revision Date: |

PURPOSE

**To inform the staff of a process on how to use the hand off communications board regarding issues in the lab for everyone to see at the beginning, during and the end of each shift.**

**SCOPE**

Histology Staff

PROCEDURE

1. All employees are to write on the communication board whenever there is any issue/s, information or alerts that happened during their shift that everyone needs to be aware of.
2. All staff will be rotated and assigned to follow up issues written on the board on a daily basis.
3. All staff writing messages should have the following criteria when leaving any issue on the communication board:
4. Topic header (Task that needs to be completed)
5. Case number and block number
6. Name of person/s involved and contact number
7. Date and time of message
8. Initials of person leaving the note
9. If an issue has been resolved, the particular note will be erased from the board.
10. If an issue has not been resolved, it will stay written until someone has found a resolution.

REFERENCES

RELATED DOCUMENTS

APPENDIXES

Written By: Director Approval:

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Date: March 22, 2013 Date: