Milford Dec 2023

1. Maintenance Charts
	1. If you’re not running still required to mark down with N/A or appropriate documentation (i.e. instrument not in use or instrument out of service).
	2. Continuous lack of compliance will result in disciplinary actions.
2. Visitation rules
	1. If you’re not scheduled, please do not come to the lab.
3. Critical abnormal workflow
	1. Verify, Follow Worklist, and complete commlog
	2. Disciplinary process to be applied for non-compliance.
	3. Reviewed by Laura or Jr daily
4. OT rules
	1. Don’t make up time without prior approval.
5. On call rotation & staff scheduling - starts in January
	1. ON call will be done on a weekly basis
	2. Looking for volunteers to temporarily cover eve/night shift to cover until LOAs are completed.
		1. If unable to get volunteer, will make changes based on seniority (least senior will get assigned)
6. Evening shift position posted
	1. Milford Open Position - Full time Evening

Apply by end of business Dec 12th.

60370 , OPEN (FULL TIME) 0.9375 - Working in the Core Lab (rotation in Chemistry/Heme/Molecular Micro and Blood bank experience preferred). Flexibility required, must be able to rotate between Bridgeport/Milford campuses and between shifts as needed. Weekend/Holiday rotation required. MLS/MLT and/or ASCP eligible.

If you have any questions, please contact Laura Buhlmann.

1. Camera
	1. Security and operations
		1. Lab uses to help us investigate especially when there’s a missing sample.
2. Tubetracker Implementation for tube storage to help eliminate refrigerator space congestion.
3. Test discontinued.
	1. HCG Qualitative – Lab144 (no performed at Milford campus). Substitute with HCG, Quantitative on the EXL.
4. Ordering inventory – if low let Laura know. This applies to reagents, calibration, phlebotomy supplies, paper, water, etc. Anything that is needed in laboratory operations.
5. CAP Surveys- 2 of the recent surveys have had clerical errors leading to unacceptable results. Use caution with patients and CAP Samples. They need to be treated the same. Take note of the storage directions, recent issue with bilirubin survey.
6. Break room- need to keep break room clean. Ants on food. Every Friday needs a clean out of the refrigerator. **Clean out to begin Dec 22nd.**
7. Blood Bank- QC needs to be performed daily. That includes temperatures. Refer to the BB section under Maintenance Records. Many holes when temperatures were not taken.