**Policy**

**Dignity Health Central Coast Service Area**

**SUBJECT**: Managing Requests for Exceptions to Policies and Procedure

**ORIGIN**: Transfusion Services

**NUMBER**: 7540.BB.CC.061

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| **Applies to:** |
| **[x]** Santa Maria Campus,Marian Regional Medical Center | **[ ]** Arroyo Grande Campus,Marian Regional Medical Center | **[ ]** French Hospital Medical Center |
| **[ ]** St. John’s Pleasant Valley Hospital | **[ ]** St. John’s Regional Medical Center |

**Purpose** To outline the process when an exception is encountered and approval is needed by the Laboratory Medical Director or pathologist.

**Definition**

* An exception is when a situation causes or indicates that action should be taken other than what is specified as standard Transfusion Service policy, practice and/or procedure. Laboratory Medical Director or pathologist designee will need to be contacted for both notification and approval for the exception.

**Policy**

* The Laboratory Medical Director or pathologist must approve any exceptions. The exception will be documented on the “Exception to Policies and Procedure” form which will be signed by the Laboratory Medical Director or designee. Approval may be given over the phone if after hours or Laboratory Medical Director or pathologist is not on site.
	+ Exception will also be documented in Cerner.

**Associated Documents**

* Exception to Policies and Procedure form