

LABORATORY COLLECTION MANUAL	LABORATORY STAFFING
Effective Date: 10/94	Page 1 of 1

Laboratory personnel in the Clinical Laboratory are staffed in a manner which allows for the largest number of employees to be on duty during the times of peak service demand.

6:00 am - 2:30 pm:

A full staff is available to process tests as ordered on all patients following established laboratory test schedules. Some low volume tests are not run more than once a day, but are batched at specific times. The early morning testing is completed as soon as possible during this time. Most ICU's are completed no later than 07:00 am, and other floors by 08:00 am with some reasonable exceptions. During this time testing is available for routine, timed, and STAT specimens.

2:30 pm - 10:00 pm:

Staffing is available to perform all STAT, routine, and timed specimens, as well as all pre-op testing and reference testing following established laboratory test schedules. This also includes any routine orders that are drawn that day. Physicians should be aware of the time and indicate on orders written during afternoon hours on inpatients if the tests need to be drawn and performed that evening. Any Outpatient testing already drawn for tests will be performed that evening, unless it is a test that is batched only at certain times. (Please see Laboratory Testing Schedule in this manual)

10:00 pm - 6:00 am:

There is very limited staffing in the laboratory during night-time hours. Most tests ordered during this time are STAT, NOW, or TIMED STUDIES. ICU early morning testing is drawn and received during this time, typically drawn starting at 4:00am.

Monday-Friday 7:00am-4:30pm (Excluding holidays):

The Anatomic Pathology and Cytology sections of the lab are available for specimen processing during these times. Adequate staff is available during those times.

APPROVED BY: **Martin F. Belli, M.D.** **DATE:** **10-94**

REVISED BY: **Kay Shaw, MT(ASCP)SBB** **DATE:** **3-98, 4-99, 5-2002, 6-2004, 2-2006, 4-2010**

APPROVED BY: **Martin F. Belli, M.D.** **DATE:** **3-98, 4-99, 5-2002, 6-2004, 2-2006, 4-2010**

See original policy in the Laboratory for all documented annual reviews.