

**SUNY Downstate Medical Center -University Hospital  
of Brooklyn Network  
Department of Pathology Policy and Procedure**



**Subject: LAB 13 LABORATORY STAFFING**

Prepared By: Alix R. Laquerre

LTR: LTR12812

Edit Approved By: [Howanitz MD, Peter \(Electronic](#)

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[Laquerre MS, Alix \(Electronic Signature Timestamp: 4/17/2013](#)

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Reviewed By: [Zuretti MD, Alejandro \(11/13/2014 11:04:27](#)

[AM\)](#)

Supporting Documents:

Approval Workgroup: Laboratory Administration  
Approval Group

Revision: 3

**PURPOSE:** Provide adequate qualified staff during hours of operation.

**POLICY:** The Clinical Laboratory is a full-service laboratory, offering STAT services 24 hours/day, seven days/week. There is scheduled coverage by sufficient qualified personnel to ensure proper laboratory function during the hours of operations. Oncall/recall and overtime is used for emergency coverage as needed

<u>LABORATORY SECTION</u>	<u>HOURS OF OPERATION</u>
BLOOD BANK	24 hours/day, seven days/week
CHEMISTRY	24 hours/day, seven days/week
HEMATOLOGY	24 hours/day, seven days/week
MICROBIOLOGY	8 a.m. - 5 p.m., seven days/week
IMMUNOLOGY	8 a.m. - 4 p.m., Monday - Friday
FLOW CYTOMETRY	9 a.m. - 5 p.m., Monday - Friday
VIROLOGY/SEROLOGY	9 a.m. - 5 p.m., 7 Days/week
SURGICAL PATHOLOGY	7 a.m. - 7 p.m., Monday - Friday
AUTOPSY PATHOLOGY OFFICE	9 a.m. - 5 p.m., Monday – Friday
MORGUE	9 a.m. – 5 p.m., 7 Days/week
CYTOLOGY	9 a.m. - 5 p.m., Monday - Friday
OUTPATIENT LABORATORY	Mon & Fri, 8 a.m. - 7 p.m. Tues., Wed. & Thurs 8 a.m. - 9 p.m.
TRANSPLANT LABORATORY	8 a.m. – 8 a.m., Monday – Saturday

DOWNSTATE @ BAYRIDGE

7:00am – 5:00 pm – Monday - Friday

MOLECULAR PATHOLOGY

9 a.m. – 5 p.m., Monday – Friday

## DEPARTMENTAL STAFFING PLAN

DEPARTMENT: PATHOLOGY / LAB SERVICES

<b>I. Departmental Objectives:</b>	
<ul style="list-style-type: none"> <li>- To indicate integration of the service into the organization’s primary functions.</li> <li>- To indicate interdepartmental and intradepartmental coordination and integration.</li> <li>- Recommend a sufficient number of qualified and competent personnel to provide service/care and determine the qualification and competence of department personnel.</li> <li>- To orient and provide in service training and continuing education to all persons in the department.</li> <li>- To continuously assess and improve performance of care and services provided.</li> </ul>	
<b>I. Scope of Care/Services:</b>	Provide pathology and laboratory services regardless of religion, cultural diversity and age, including neonate, pediatric adult and geriatric.
A. Patient/Customer Population Served (e.g. age, cultural orientation)	
B. Description of Services by Major Category	Provide Anatomical and Clinical pathology services to meet the needs of the clinical staff for assessment of patients in the specialties: Surgical Pathology, Neuropathology, Cytopathology, Molecular Pathology, Adult Autopsy, Pediatric Autopsy, Histology, Histochemistry, Immunohistochemistry, Blood Bank, Clinical Chemistry, Hematology, Urinalysis, Virology, Serology, Flow Cytometry and Microbiology.
C. Workload Measurement (i.e. recognized standards, benchmarks, or practice guidelines, where available)	All the laboratories participate in the College of American Pathologists and State of New York Proficiency Program to comply with regulatory agency standards. Performance is measured through CAP & NYSDOH peer review and industry comparisons.
D. Activities Performed Other Than direct Patient Care (e.g. QA/PI, billing, preventive maintenance, document control, supervision, transportation)	Performance Improvement activities implemented to monitor existing processes and current performances, include monthly evaluation of performance indicators, proficiency testing program and staff competency assessment.
E. Specialized Equipment/Technologies Used - PATIENT CARE	XceedPro Glucose meter; Blood Gas analyzers, Chemistry blood and urine analyzers, Coagulation instrument; Hematology instruments, Stainers; Flow Cytometry instrumentation; Microbiology, Cytology, Histopathology, Histocompatibility, Molecular Dx, Immunohistochemistry, Serology and

	Virology testing equipments etc...
F. Specialized Equipment/Technologies Used – NON-PATIENT CARE	Cerner-Laboratory Information System Healthbridge- Physician Order Entry System Eagle- Information Management System Co-Path- Anatomic Pathology
G. Sites Where Care/Services Are Provided (e.g., inpatient or outpatient setting, department, nursing unit)	All Inpatient units, Ambulatory Clinics, Dialysis, Satellite Facilities
H. Times When Care/Services Are Provided (e.g., shifts, weekdays, 24-hour service)	See Department Webpage: <a href="http://www.downstate.edu/pnp/lab/policies.html">http://www.downstate.edu/pnp/lab/policies.html</a>

<b>II. STAFFING (Organization Chart Attached)</b>	
A. Types of Staff Needed (e.g., physician, nurse, technician)	Chair, Dir. of Laboratories; Lab. Administrator; Asst. Administrator; Quality Systems Manager; Lab. Section Chief; Lab. Supv.;Asst. Supv.; TH Clin Lab Tech I, II, III; Laboratory Workerr; Histology Tech; TH Sr. Staff Asst; TH Staff Asst.; Path. Office Asst.; TH Hosp. Patient SVC CLK I;.
B. Staff/Skill Mix Requirements (e.g., licensure, certification, qualifications, competency)	All the sections are supervised by the section chiefs and supervisors who are well qualified and licensed in their area of specialty. Technical personnel in the department are professionals who meet New York State Department of Education requirements. The Director is a member of the Medical Board and a Board Certified and Licensed Physician and has a laboratory director permit.
C. Methodology For Determining Staffing Assignments	Staffing assignments for technical personnel are determined through workload unit benchmarking, while taking into account equipment technology, space and support mechanism. All personnel are assigned based on an evaluation of need.
D. Contingency plan used to adjust staffing needs due to changes in Census, patient acuity or other factors (i.e., float, overtime, agency/contract and/or other-specify)	Overtime OnCall/Recall Agency Personnel



**SUNY DOWNSTATE MEDICAL CENTER  
DEPARTMENTAL STAFFING PLAN - 2013 - 2014**

<b>III. A. Actual Number of Staff Needed:</b>				
<b>Budget Title</b>	<b>FTEs Required (1)</b>	<b>FTEs Actual (2)</b>	<b>Variance (1-2)</b>	<b>How is variance satisfied (i.e., overtime, hourly/per diem, agencies, other contracts, etc.)</b>
Clinical Autopsy	2.00	2.00	0	
Bay Ridge Core Lab	2.00	2.00	0	
Blood Bank	15.40	13.40	-2.00	Overtime, Recruiting vacant position
Central accessioning	2.00	2.00	0	
Clinical Chemistry / Immunology	27.00	26.80	-0.20	Overtime
Cell Sorter	0.50	0.50	0	
Clinical Hematology	23.40	23.40	0	
Clinical Pathology Administration	5.00	5.00	0	
Clinical Microbiology	9.00	8.00	-1.00	Overtime, Recruiting vacant position
Outpatient Services / Venipuncture	7.00	6.00	-1.00	Agency, Overtime
Clinical Surgical Pathology	10.00	10.00	0	
Laboratory Information Services	4.00	4.00	0	
Transplant Immunology	13.00	12.00	-1.00	
Virology & Serology	8.00	8.00	0	
Point of Care	2.00	2.00	0	
Molecular Pathology	2.00	1.00	-1.00	
Cytopathology	3.00	3.00	0	

Note: FTE numbers do not include faculty (pathologists, section directors etc.)