

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



**Subject: LABORATORY STAFFING**

Added By: Denis, Camaro

Prepared By: Alix R. Laquerre

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

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[Laquerre MS, Alix \(Electronic Signature Timestamp: 3/25/2012  
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LTR: LTR11201

Supporting Documents:

Next Review Date:

Approval Workgroup: Laboratory Administration

Approval Group



**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
VENIPUNCTURE	Phlebotomy Rounds: <ul style="list-style-type: none"><li>– seven days/week<ul style="list-style-type: none"><li>○ 6:00 am</li><li>○ 3:00 pm</li><li>○ 8:00 pm</li></ul></li></ul>
OUTPATIENT LABORATORY	Mon, Tues, Wed, Fri, 8 a.m. 7 p.m. Thurs 8 a.m. - 9 p.m. Sat 9 a.m. - 1 p.m.
TRANSPLANT LABORATORY	8 a.m. – 8 a.m., Monday – Saturday
DOWNSTATE @ BAYRIDGE	5 days/wk services from UHB – Mon-Fri On site: 7:00am – 10:00 pm – Mon-Fri 9:00am – 5:00 – Sat & Sun
MOLECULAR PATHOLOGY	9 a.m. – 5 p.m., Monday – Friday