

**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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Approval Workgroup: Laboratory Administration
Approval Group

SUNY DOWNSTATE MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY AND PROCEDURE

☒ CLINICAL LABORATORIES

☒ BAY RIDGE

Subject: LABORATORY STAFFING

Policy No.: LAB-13

No. of Pages (including this page): 2

Prepared by: Alix R. Laguerre

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Reviewed by: Maria I. Mendez
Carmencita Yudis, M.D.

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CAP Standards:
JC Standards:

Issued by: Pathology

Review Date	Revisions		Director	Designee	Comments / Revisions
	No	Yes			

Discontinuation Date: _____

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">– seven days/week<ul style="list-style-type: none">o 6:00 amo 3:00 pmo 8:00 pm
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