

**SUNY DOWNSTATE MEDICAL CENTER  
UNIVERSITY HOSPITAL OF BROOKLYN  
POLICY AND PROCEDURE**

<b>Subject:</b> <u>LABORATORY STAFFING</u>	<b>No:</b> <u>LAB- 13</u>
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<b>Prepared by:</b> <u>Alix R. Laguerre, MS</u>	<b>Review Date:</b> <u>02/10</u>
<b>Reviewed by:</b> <u>Maria I. Mendez, MA</u>	<b>The CAP Standards:</b> _____
<b>Approved by:</b> <u>Peter J. Howanitz, MD</u>	<b>Issued by:</b> <u>Pathology</u>

**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. On call/recall and overtime is used for emergency coverage as needed.

LABORATORY SECTIONHOURS OF OPERATION

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	9 a.m. - 5 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:

- seven days/week
  - 6:00 am
  - 3:00 pm
  - 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

24 hours, 7 days/wk services from UHB

On site: 7:30am – 11:00 pm – Mon-Fri

MOLECULAR PATHOLOGY

9 a.m. – 5 p.m., Monday – Friday