(A) Policy Statement

Communication of information that may significantly impact patient care occurs routinely at shift change and is documented by all involved in the report.

(B) Purpose of Policy

To smooth the transition from shift to shift, thereby increasing the effectiveness of patient care.

(C) Procedure

At each shift change, vital information including, but not limited to the following is communicated:

- Reagent Levels/Problems
- Instrument Problems/Issues
- Patient Problems/Issues
- Outstanding Specimens/Issues
- Computer Specimens/Issues
- Any other question(s)/response(s) to question(s) that might be necessary during the handoff.

Documentation of this report occurs on the “Daily Report/Situation Log” (Attachment A). The person receiving the report will initial the daily report log in the appropriate space. First shift receives report from third shift, second shift receives report from first shift, and third shift receives report from second shift. Receiving the report signifies acceptance of responsibility for the department for the oncoming shift. Initialing the report also signifies that the information communicated was understood.
Approved by:

Robert L. Booth, Jr., M.D.
Associate Professor
Director, Clinical Pathology/Hematopathology

Date

2-21-17

Daniel Barbee, RN, BSN, MBA
Chief Executive Officer-UTMC

Date

Next Review Date: 2/10/2019

Review/Revision Completed By:
Cynthia O'Connell – Administrative Director, Lab

Policies Superseded by This Policy: OP-13