


Name of Policy: Documentation and Communication at Change of Shift		 Effective date: 01/04/2025 Original effective date: 10/19/2006	
Policy Number: 3364-107-113			
Approving Officer: Medical Director, Clinical Pathology			
Responsible Agent: Director, Clinical Pathology Administrative Director, Lab			
Scope: Pathology Laboratory University of Toledo Medical Center			
Key words: Shift change, communication, patient care, common issues, other issues.			
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input checked="" type="checkbox"/>	Reaffirmation of existing policy

(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.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Name: Amira Gohara, M.D. Title: Medical Director, Clinical Pathology</p> <p>1/10/2025</p> <hr/> <p>Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Joshua Otiso, Administrative Director, Lab</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>OP-13</i> <p>Initial effective date: 10/19/2006</p> <p>Review/Revision Date: 01/04/2025</p> <p>Next review date: 01/04/2027</p>
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