(Effective as of 8/8/23)

\*\*Staff responsibilities are subject to change due to work volume and staffing\*\*

**1st Shift and 2nd Shift:**

CAT2 – 8100 Operator – Quarterback

* Loading
* Retrieve samples from tube system.
* Unloading
* Work Error Lanes
* Add-Ons Sorted to Target (label and load)
* Back up to CAT during lunch break and if called for Code.

CAT –

* Phone Calls
* Add-Ons
* Back up to tube system.
* Drop Offs, Sort and distribute to 8100 racks.
* Distribute tubes to Sorting area.
* Backup Quarterback
* Report to Codes, ED and STATs if no one else is available.

NOTE: Chemistry tech should be notified if all staff must leave the lab. The Chemistry tech or a designee will cover the 8100 until staff return.

Float –

* Responsible for Pending List
* All inpatient draws
* Report to STATs and Codes if Float and or sendouts are not available.
* When no draws return to the lab
* Drop Offs, sort and distribute to 8100 racks.
* Add-Ons
* Supplies
* Stock WOWs
* Assist with Phone coverage.

Sendouts –

* ARUP Pending and E-except
* All Sendouts and Kits
* Backup to Floats
* Report to Codes when no one is available.
* Backup to Phone
* Responsible for backing and supporting Float, CAT and CAT2 as needed.

**3rd Shift**

Morning Rounds: 4am the phlebotomists will report to the floor and start morning rounds at 4am and the techs will take over 8100 responsibilities. The Phlebotomist will return to the CAT room by 5:30am and will take over 8100 responsibilities until day shift CAT2 staff member arrives.

1 Phlebotomist Scheduled: Priority is the Inpatient draws and will be the back up to the 8100 to include Add-Ons which will be done by the Technical staff in the absence of the phlebotomist.

* All Inpatient Draws
* Reconcile Pending list.
* Report to Codes, ER and STATs

When not on the floors, report back to the lab:

* Add-Ons
* Load and unload 8100.
* Work error lane on 8100
* Retrieve specimens from tube system, distribute accordingly.

2 Phlebotomists Scheduled:

Morning Rounds: 4am both phlebotomists to report to the floor and start morning rounds and the tech will take over 8100 responsibilities until 5:30am CAT will return 8100 responsibilities until day CAT room staff.

CAT staff member will be the primary operator of the 8100 backed up by the Technical staff when the CAT staff has to report to a draw throughout the shift and for morning rounds.

CAT: 8100 Operator – Quarterback

* Loading
* Retrieve samples from tube system.
* Unload 8100 and distribute.
* Work Error Lanes
* Add-Ons
* Back up to Float for breaks
* Report to Codes, ED and STATs if no one else is available.
* Morning rounds

Float: Primary responsibility is to manage all the inpatient draws. When draws are complete report back to the lab to assist the CAT staff member.

* All Inpatient Draws
* Reconcile Pending list.
* Report to Codes, ER and STATs
* Backup to CAT and 8100
* Morning rounds. Float will not report back to the floor at 5:30, they will stay up until 15 minutes before the end of the shift.

Weekend Coverage-

1st Shift – 3 Phlebotomists Scheduled

While morning rounds are being completed the technical staff will take full responsibility of the 8100. Once rounds are complete the CAT room staff will take over responsibilities with the technical staff as a backup should the phlebotomist need to report to a STAT or Code.

Sendouts will be assigned.

CAT- 8100 Operator – Quarterback

* Loading
* Retrieve samples from tube system.
* Unloading
* Work Error Lanes
* Add-Ons Sorted to Target (label and load)
* Back up to CAT during lunch break and if called for Code.
* Phone Calls
* Add-Ons
* Back up to tube system.
* Drop Offs, Sort and distribute to 8100 racks.
* Distribute tubes to Sorting area.
* Backup Quarterback
* Report to Codes, ED and STATs if no one else is available.

Float (2) –

* Responsible for Pending List
* All inpatient draws
* Report to STATs and Codes if Float and or sendouts are not available.
* When no draws return to the lab
* Drop Offs, sort and distribute to 8100 racks.
* Add-Ons
* Supplies
* Stock WOWs
* Assist with Phone coverage.
* When there are no draws the phlebotomist will report back to the lab to assist in CAT room.

NOTE: Chemistry tech should be notified if no one is left in the lab to cover the 8100 at any point during the shift and they will resume operation until staff return.

**2nd Shift Weekends:**

2 Phlebotomists Scheduled: CAT staff member will be the primary operator of the 8100 backed up by the Technical staff when the CAT staff has to report to a draw.

CAT: 8100 Operator – Quarterback

* Loading
* Retrieve samples from tube system.
* Unload 8100 and distribute.
* Work Error Lanes
* Add-Ons
* Back up to Float for breaks
* Report to Codes, ED and STATs if no one else is available.

Float: Primary responsibility is to manage all the inpatient draws. When draws are complete report back to the lab to assist the CAT staff member.

* All Inpatient Draws
* Reconcile Pending list.
* Report to Codes, ER and STATs
* Backup to CAT and 8100

NOTE: Chemistry tech should be notified if no one is left in the lab to cover the 8100 at any point during the shift and they will resume operation until staff return.

**Overnight Weekends**

Morning Rounds: 4am the phlebotomists will report to the floor and start morning rounds at 4am and the techs will take over 8100 responsibilities. The Phlebotomist will return to the CAT room by 5:30a and will take over 8100 responsibilities until the end of their shift.

1 Phlebotomist Scheduled: Priority is the Inpatient draws and will be the back up to the 8100 which will be run by the Technical staff in the absence of the phlebotomist.

* All Inpatient Draws
* Reconcile Pending list.
* Report to Codes, ER and STATs
* When not on the floors, report back to the lab:
* Add-Ons
* Load and unload 8100.
* Work error lane on 8100
* Retrieve specimens from tube system, distribute accordingly.

\*If the volume of draws is high CAT room staff should assist in completing the draws and have the Technical staff take over Quarterback responsibilities. Timely draws are the priority to ensure we are not delaying patient care. Staff must notify the tech when they need to leave the lab so that they are aware and begin covering the 8100 tasks to prevent a backup of samples while all phlebotomists are out of the lab.