

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
BREAK AND LUNCH PERIODS**

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PURPOSE: To provide a continuum of laboratory services during staff break and lunch periods.

POLICY: The fifteen-minute morning break will not be taken until the inpatient run and any remaining stats have been released from the department. Techs in hematology and coag will cover for each other. The micro tech will cover for chemistry but be available to process micro reports at 10A and 2P. The blood bank tech will go as the workflow permits.

At no time during the lunch break will more than half of the technical or specimen processing staff be absent. Lunches will begin at 12 noon and be completed by 2:15P to allow for a smooth transition to the next shift.