

**HACKETTSTOWN REGIONAL MEDICAL CENTER
LABORATORY POLICY MANUAL
ORIENTATION PROCEDURE**

Effective Date: Aug, 2000
Cross Referenced:
Reviewed Date: 6/1/2012
Revised Date: 01/12

Policy No: GENLAB 13.03
Origin: General Lab
Authority: Laboratory Director
Page: 1 of 1

PURPOSE: To enable laboratory staff to master procedures for efficient performance of the tasks required. Sufficient time will be allowed to learn these activities, not to exceed three months. At end of the three-month period, the trainer and trainee must complete the check off lists provided. The Clinical Manager or Chief Technologist will review the check off list. This is an evaluation and part of the three-month probationary period.

POLICY: As follows (A-B)

A. General Hospital Orientation

1. Material covered:
 - a. Fire Extinguishers
 - b. Employee Handbook
 - c. General Hospital Policy
 - d. Orientation Checklist
 - e. Hospital Safety
 - f. Infection Control Policy (Hospital)

B. Orientation Within the Laboratory

- a. **Safety:** Familiarizing the staff member with the location of the safety cabinet, ordering lab coats, location of spill kits, eye wash, sharps containers, flashlights etc.
- b. **Hematology:** Familiarizing the technologist with the Coulter LH 500 and slide stainer. Quality control as done and recorded. Training on ACT II Diff Analyzer, ESR
- c. **Coagulation Section:** The use of the Stago Compact and Satellite for performing P.T. and P.T.T., D Dimer and fibrinogen procedures; also methods of back up testing, maintenance, quality control and recording.
- d. **Chemistry Section:** In use of the Dimension EXL 200 and EXL 200 with LM .Procedures and methods of quality control and maintenance.
- e. **Microbiology Section:** Procedures for gram stains, C difciles, stool for WBC's, Rapid Strep, RSV, Rapid HIV.
- f. **Urinalysis Section:** Review of tests run in this section along with the method of Quality Control. The use of Clinitek 500+ and printer.
- g. **Serology Section:** Review of tests done, quality control, and reporting.
- h. **Phlebotomy/Specimen Processing:** Proper patient relations, venipuncture procedures, heelstick and fingerstick procedures, patient identification and acceptable specimen requirements. Send out processes
- i. **Blood Bank:** Typing, screening, crossmatching, Rhogam preparation, blood inventory control and miscellaneous duties.
- j. **Computer:** Accessioning patients, printing of labels, release of patient results and specimen tracking. Cerner Millennium System training.

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