

**OLIVE VIEW-UCLA MEDICAL CENTER
DEPARTMENT OF PATHOLOGY
POLICY & PROCEDURE**

**NUMBER: 1473
VERSION: 3**

SUBJECT/TITLE: ADM 05.0: AFTER HOURS ACCESS TO PROCEDURES, EQUIPMENT AND SUPPLIES

POLICY: Diagnostic procedures, equipment and supplies can be accessed after hours in accordance with this policy.

PURPOSE: To define a process for obtaining access to diagnostic procedures, equipment and supplies after hours.

DEPARTMENT: **PATHOLOGY**

PROCEDURE: Diagnostic procedures, equipment and supplies can be accessed after hours in the following manner:

1. Core Lab is open 24 hours a day, seven day a week. Staff are available to perform Hematology, Chemistry, Coagulation, Toxicology, and Urinalysis at all times. Certain STAT procedures, which are performed in Microbiology and Immunoserology sections during regular shifts, are available from Core Lab after hours. These procedures include: Gram stain, Infectious Mononucleosis, and wet mount.
2. Microbiology is open for testing from 7:30 a.m. to 11:30 p.m. Monday through Friday, and 8:00 a.m. to 4:00 p.m. on weekends and holidays. STAT micro procedures are performed in Core Lab outside these hours.
3. Blood Bank is open 24 hours, seven day a week. Staff is available at all hours to perform pre-transfusion testing, supply needed blood products and provide information on test results as needed. A pathologist is on call if needed for consultation regarding compatibility problems, transfusion reactions, etc.
4. Anatomic Pathology Pathologists are available 24 hours a day, 7 days a week for frozen sections and consultation (on call weekends and after hours). Facilities and procedures are in place for rush diagnosis for the above studies.
5. Phlebotomy services can be accessed as follows:

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Inpatient Rounds (Routine Draws, all locations):

Daily 4:00 a.m.
10:00 a.m.
12 Noon – nursery Postpartum only
1:00 p.m.
5:00 p.m.
9:00 p.m.
12:00 Midnight

STAT:

24 hours a day, seven days a week by request only

Outpatient:

7:00 a.m.–4:30 p.m., Monday through Friday (except County holidays)
10:00 a.m.–12:00, Noon Saturdays/Sundays/Holidays (for newborns only)

6. No other equipment or supplies are dispensed after hours.

DATE	REVISION MADE	BY:	REV:
6/10/2010	Changed Policy Number (ADM 5.0) and put in PPM format. Changed General Lab to Core Lab. Remove drug monitoring and drug screen from Microbiology/Immunoserology/Toxicology section. Remove Core Lab coverage for Micro when evening shift CLS is on vacation or calls in sick.	J. Foley	ADM 5.0
8/13/2018	TLC.11485 – New Director Procedure Approval	F. Lowder	ADM 5.0 v2
4/13/2020	Modified Phlebotomy outpatient hours. DRA.11485 – New Director Procedure Approval	J. Agaton	ADM 5.0 v3

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References:	
Approved by: Holli Mason (Laboratory Director)	Date: 3/11/2005, 6/10/2010
Review Date: 08/13/2018, 04/15/2020	Revision Date: 8/28/2012
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Distribution: Administration (Pathology), Medical Administration	
Original Date: 5/1/2000	