

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
LABORATORY POLICY MANUAL  
NIGHT SHIFT (11-7) TECHNOLOGIST RESPONSIBILITIES**

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**Effective Date:** October, 2002  
**Cross Referenced:**  
**Reviewed Date:**  
**Revised Date:** 2/06, 5/11

**Policy No:** GENLAB 12.01  
**Origin:** General Lab  
**Authority:** Laboratory Director  
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**PURPOSE:** To give a detailed description of what is expected of a night shift technologist on their shift.

**POLICY:** Upon arrival the night shift technologist is to get a report from the previous shift. Information to be communicated should include any pending tests, any testing in progress, and any problems with instruments, patients or computers.

Night shift maintenance

- Prepare racks for next day's specimens in all departments by discarding the oldest specimen from racks.
- Review inventory and system prep counters (F4,F6) on the Dimension EXL with LM and EXL 200.
- Empty EXLs trash.
- LH500 shut down and startup, LATRON Primer and Control
- Stago – print out QC from the previous day before running QC.
- Clinitek do daily Maintenance (cleaning the tray).
- Discard old urines and rotate bins. Empty the bin labeled “yesterday” and turn it around to have “today” face out. The bin other bin labeled “today” will be rotated around to have “yesterday” facing out. Reset number count.

**\*\*All maintenance is to be documented on appropriate log sheets.**

Night shift QC

- Dimension and Expand QC is run every 24 hours. Run QC as requested by instrument flags.
- Coulter LH500 internal control, Normal control and Abnormal II control are run after 11pm
- AcTdif2: QC run after shutdown/startup (shutdown performed every other night – see log sheet)
- Stago: run normal and abnormal controls;. Run D-Dimer QC when specimen testing is performed.
- Run QC on any backup instruments if testing is to be performed on that instrument.

**\*\* All QC run must be reviewed and within range in order to report out patient results. Corrective action is performed and documented on any QC out of range.**

Nightshift Workload

- All tests on the approved STAT test list will be performed (see STAT list)
- All testing is to be performed within the expected turn around time (see TAT policy)
- Any delay in testing or resulting due to volume, instrument problems, patient problems or computer issues will be communicated to Nursing Service and any other departments directly affected.
- If leaving the lab for any reason, the technologist needs to be sure to carry one of the lab pagers and communicate with the phlebotomist and/or switchboard.

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Morning Responsibilities

- All work received should be run, giving special attention to completing all ICU patient testing. Routine reticulocyte counts, HGBA1's, and PSA's from this run may be left for dayshift.
- Departmental pending logs (called to include the previous day) must be printed and any pending tests or tests currently running must be documented on the log.

Other Duties/Responsibilities

If work volume permits, the following is a list of tasks that are to be completed. All tasks need to be performed after midnight, so the information on the printouts is correct. The list is written in order of importance, with the first task being the most important. See department procedure manuals for how to perform each task. Always document all tasks completed on appropriate log sheets and leave any print outs for the dayshift to file.

1. Log refrigerator temperatures
2. Clean Hematology and Urinalysis Microscopes.
3. Reset Sediplast instrument (unplug and then plug it back in).
4. Perform Slide Stainer Maintenance.
5. After 5AM, make up all levels of coag controls as well as 2 new bottles of Thromboplastin. Check to make sure that D dimmer reagents and controls are prepared. Controls are run with ICU morning run.  
***\*\*Any problems that occur when performing these tasks must be documented on instrument problem log and communicated to dayshift.***
6. Document in communication books in blood bank and specimen processing.

Phlebotomy issues

Nightshift phlebotomy responsibilities policy is located in the phlebotomy manual. The technologist will assist the phlebotomist in triaging workload and give assistance as needed.