



**Lab Director/Phlebotomist Orientation Check List**

**Employee Name:** \_\_\_\_\_

**A. General Orientation was completed on:** \_\_\_\_\_

**B. Job Specific Orientation below.**

<b>Criteria</b>	<b>Information Source</b>	<b>Employee Signature</b>	<b>Instructor Signature</b>	<b>Date Completed</b>
1. Location of Policy and Procedure Manuals	LD/SDC/DON			
2. Lab	LD/SDC/IPN			
3. Transmission Based Precautions and Isolation *Types of Precautions *PPE	IPN/SDC Infection Prevention Manual			
4. Lab Orders *Admission Lab Orders *Routine Lab Orders *STAT Lab Orders *Scheduling of Labs thru Outlook	LD/SDC/DON			
5. Off Site Labs *DCH Lab System *Obtaining Results	DON/DCH Representative			
6. Notification of Lab Results:	LD/CC/DON			

*Clinical Coordinator *Charge Nurse *Physician				
7. CLIA Waived Lab Regulations	LD/DON/SDC CDC Website			
8. Drawing blood for lab specimens	LD/DON/SDC			
9. Piccolo Xpress Chemistry Analyzer	LD/DON Manufacture's Guidelines			
10. The Coag-Sense Prothrombin Time (PT) INR Monitoring System	LD/DON Manufacture's Guidelines			
11. A1C Now Unit Kit	LD/DON Manufacture's Guidelines			
12. McKesson Consult Diagnostics 120 Urine Analyzer	LD/DON Manufacture's Guidelines			
13. COVID-19 Testing *Veritor *BinaxNow *QuickVue *PCR	LD/IPN/SDC/DON BD Web Site Abbott Web Site Quidel Web Site Manufacture's Guidelines			
14. Influenza and Strep Testing	LD/DON Manufacture's Guidelines			

15. ECG Process	LD/DON/RT			
16. Centrifuge Machine	LD/DON Manufacture's Guidelines			
17. McKesson Consult Diagnostics Fecal Occult Blood Test	LD/DON Manufacture's Guidelines			
18. Employee Drug Screens	LD/SDC/IPN/DON			
19. Cleaning and Disinfecting the Lab *Disposal of biohazard materials *Cleaning lab equipment *Disinfecting lab equipment	LD/IPN/DON Manufacture's Guidelines			
20. Ordering and Storing Lab Supplies *PAR Levels *Rotating Stock *Dry Storage Items *Cold Storage Items *Discarding Expired Lab Supplies	LD/Central Supply Clerk Manufacture's Guidelines			
21. Weekend Manager of the Day	Administrator			
22. Review of Job Description	LD/DON			
23. Skills Check Off *INR	LD/SDC/DON			

<ul style="list-style-type: none"> <li>*UA</li> <li>*A1C</li> <li>*Influenza/Strep</li> <li>*COVID-19</li> <li>Rapid Test</li> <li>BinaxNow</li> <li>QuickVue</li> <li>Veritor</li> <li>PCR</li> <li>*Obtaining</li> <li>blood specimens</li> <li>*Centrifuge Use</li> <li>*Fecal Occult</li> <li>Blood Screening</li> </ul>				
23. Job Description				