



College of Veterinary Medicine Policies and Procedures

Subject: Schedules

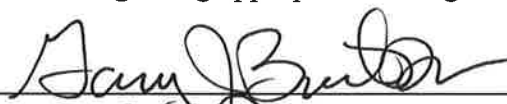
Section: Clinical Pathology Laboratory
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To Be Reviewed Yearly by: PPM Department Head
and AHC Director
Source:
Cross Reference:


SCHEDULES

Routine laboratory hours are from 8:00 A.M. until 5:00 P.M. Monday through Friday. **Routine samples** can be submitted at any time between 8:00 A.M. until 4:00 P.M. for single tests. Routine cytology specimens may be submitted at any time between 8:00 A.M. and 4:00 P.M. Due to the varying duties of the clinical pathology faculty, they cannot consistently be available. Intra-operative cytologies should be scheduled with the pathologist on duty prior to surgery. For reporting of results, see below. Stat requests will be accepted at any time.

Out of hours emergency laboratory work will be performed by emergency laboratory technicians (ELTs). An ELT will be on duty in the laboratory on Saturdays and Sundays from 10:00 A.M. until 12:00 Noon. During non-scheduled duty hours, the ELT will be on call for emergencies and can be reached at published phone numbers. On weekends and holidays, please submit regular samples no later than 11:30 A.M. so that the ELT will have time to perform the tests requested. **Any tests submitted other than from 8:00 A.M. until 5:00 P.M. Monday through Friday, and 10:00 A.M. until 12:00 Noon Saturday, Sunday, or holidays will be subject to an ELT call-in fee per request.**

Researchers who anticipate submitting more than five samples at a time must contact the senior technologist or clinical pathology laboratory supervisor at least three weeks prior to the submission. Research and LARAC laboratory work by its nature is more readily scheduled than clinical laboratory work. Also, the large numbers of samples sometimes submitted from these areas can overwhelm laboratory supplies and reagents. An additional benefit to the researcher provided by this early discussion is a consultation regarding appropriate testing.

Approved:  9-25-14
Gary J. Burt, Director
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Date

Approved:  9/29/14
Kent Hoblet, Dean
College of Veterinary Medicine
Date