Night shift Duties......

1. Stock all Phlebotomy Stations.... (3)

2. Re-stock Cabinets.

3. Empty and Refill Biohazard Bins...

4. Re-stock URINE box in restroom/ and Wipe box.

5. Wipe down ALL Phlebotomy areas with Sani-Cloth to sterilize.

6. Clean Desk Areas with Sani- Cloth.

7. Assist with ER TRAMAS.

8. Re-stock Phlebotomy Tray. (Personal)

9. Print Am Draws, **Call** nurse to verify, and FIX AND CORRECT nightly

10. Separate /categorize all Am Draws by Station and NUMBER...

11 .Starting at Midnight with timed DRAWS continuing through AM.

12. Receive all Specimens from Floor and ER.

13. Fax Results to listed Doctors

14. Alphabetize and File all Lab Corp Blue sheets

15. Draw Am DRAWS/ THEN continue with- out patient draws...

16. Legal Draws

17. Answer phones usually question concerning ordering.

18. Prepare all areas for day shift so when they come in they are ready to go

19. Draw ER Patients