Pulmonary Function Laboratory Employee Concerns

Purpose: The purpose of the Pulmonary Function Laboratory Employee Concerns process is to provide an avenue for laboratory staff to communicate their concerns about test quality and laboratory safety to laboratory management.

Policy: All concerns and complaints will be investigated and analyzed, with corrective and/or preventive actions taken as necessary. Harassment or punitive action against an employee for reporting a concern or complaint to the College of American Pathologists (CAP), laboratory management, and or other regulatory authority is prohibited. Confidentiality of employee's identity will be maintained.

Please state your concern or complaint, being as specific as possible, and if applicable, your suggestion for improvement. Please print legibly. Send completed forms to: QI Officer, Rt. 1383.

*** Optional.** Provide only if you want to receive feedback or to be contacted for additional information if necessary. Do you want to be contacted with feedback? ___Yes ___No
Employee Name*_____Employee #_____Extension_____

LABORATORY MANAGEMENT REVIEW

Concern # _____ Type of Concern: _____Quality of testing _____Lab Safety

Further investigation required? ____No ____Yes, referred to: _____

OUTCOME OF INVESTIGATION_____

CORRECTIVE ACTIONS:_____

SEND COMPLETED FORM TO: PFT QI OFFICIER, RT 0561

(CAP GEN. 20365/20366)