

University of Texas Medical Branch Pulmonary Function Clinic Policy 01-10 Employee Concerns	Effective Date: Nov 07 Revised Date: Review Date: Aug 23
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## 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 \_\_\_\_\_

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CORRECTIVE ACTIONS: \_\_\_\_\_

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SEND COMPLETED FORM TO: PFT QI OFFICIER, RT 0561

(CAP GEN. 20365/20366)