


TS-Work Priority for Technologists	SFO-WI.0060	Page 1 of 4
 <b>KAISER PERMANENTE</b> <b>KFH San Francisco Laboratory</b>	<b>Immunohematology</b> 2425 Geary Boulevard San Francisco, CA 94115	

**PURPOSE**

To ensure patients receive blood products in a timely manner, it is necessary to establish priorities for the different Transfusion Service tests and activities.

**CONTROLS**

Reduction in the number of complaints from providers.

**PROCEDURE**

- A. Turnaround time 5 minutes.
  - 1. Emergency release of uncrossmatched blood.
  - 2. STAT double check specimen - perform immediately if carrier is waiting to pick up blood.
  - 3. Setting up platelets requested by surgery rooms.
  - 4. Investigate refrigerator, freezer or platelet agitator alarm or failure.
  - 5. Blood Supplier’s recall of blood products. (Quarantine blood products physically and change the status to quarantine in the computer system).
  
- B. Turnaround time 10 minutes
  - 1. RBCs request from CV surgery rooms.
  - 2. RBCs request from surgery rooms.
  - 3. Massive Transfusion Protocol.
  
- C. Turnaround time 15 minutes
  - 1. Report critical results immediately whenever possible. A licensed caregiver must be notified of critical results within 15 minutes after completion of test or discovery of the critical results.
  - 2. Refer to SFOWI-0058 Critical Results.
  
- D. Turnaround time 30 minutes
  - 1. Thaw/setup plasma request from CV surgery and surgery rooms.
  - 2. Thaw/setup cryoprecipitate request from CV surgery and surgery rooms.
  - 3. Complete transfusion reaction workup. (ABO/Rh, DAT, visual/clerical inspection).
  - 4. STAT Rh testing for ER patients.
  
- E. Turnaround time 1 hour
  - 1. Complete Type and Screen after emergency released and Crossmatch of dispensed uncrossmatched units.
  - 2. Stat antibody identification on patient who is in surgery and requiring transfusion.
  - 3. Stat antigen screened units for patient, who is in surgery and requiring transfusion.
  - 4. Stat pre-transfusion testing and crossmatch.
  - 5. Stat blood component setup.

6. Stat Type and Screen for delivery room patients.
  7. Daily reagent/equipment QC.
- F. Turnaround time 2 hours
1. Cord blood ABO, Rh and DAT.
  2. Blood product receipt.
- G. Turnaround time 4 hours
1. Routine Type and Screen (including CV pre-op).
  2. Routine Crossmatch.
  3. Prenatal workup.
- H. Turnaround time 8 hours
1. Routine stock order.
  2. Unit confirmation.
  3. Paperwork, cleaning, and filing.
- I. Turnaround time – within 3 rings
1. Phone calls should be answered by the 3<sup>rd</sup> ring.
- J. Timely - technologists should be given time to perform the following. When it is busy, the following activities can be postponed and rescheduled later.
1. Read new and revised SOP.
  2. Training.
  3. Competency testing (as long as completed before deadline).
  4. Alarm checks.
  5. Equipment maintenance.
  6. Meetings.
- K. In case of turnaround time cannot be met, notify supervisor.
1. Supervisor can prioritize the work
  2. Provide more technologists to help to complete the task.
  3. Reschedule timely activities.
- L. Shift Specific Duties
1. **Day Shift** are responsible for the following tasks:
    - a. Cancel units.
    - b. Check and post issued units using the Crossmatch Release Report and Inventory Search of Dispensed status report. Transfuse units dispensed to Surgery and not returned.
    - c. Destroy expired units.
    - d. Check blood products inventory, fill out 'Daily Inventory Control' form and place order on Blood Supplier's online ordering system.
    - e. Review Critical Inventory report (10 days).
    - f. Print AU/DD report.
    - g. Check for most current PTC Export File.

- h. Check to make sure VISION 1 Daily QC/MAINT was done and QC report printed.
  - i. Perform Weekly Maintenance on Plasma Thawer 1.
  - j. Record room temperature (acceptable < 28°C) and humidity (acceptable > 15%).
  - k. Check Pending Inquiry at 0630, 0900 and 1300.
  - l. Clean counter top and replace supplies.
  - m. Check off Daily Blood Bank Operations reports.
  - n. Review Check Point Daily Temperature.
  - o. Perform daily reagent and equipment QC.
  - p. Perform Blood Supplier and Product Issue audits.
  - q. Perform Blood Bank weekly, quarterly, semiannual, annual QC and maintenance.
  - r. Crossmatch blood for next day's OR and CVOR. Fill out 'CVS patients for the next day' form. Request 'DBCK' from in-house Pre-op patients and document.
  - s. Discard 49 days old segments.
  - t. Discard 9 days old cord blood samples.
  - u. Change temperature charts every Monday.
  - v. Rotate and discard quarantined products on Monday.
  - w. Return short dated units to Blood Supplier for credit.
  - x. Check Date and Time of Fax machine and Time stampers for accuracy.
  - y. Perform ABO/Rh Unit Confirmation.
2. **Swing Shift** are responsible for the following tasks: CLS initials on the 'Swing Shift Daily Duties Checklist' as each task is completed.
- a. Review Critical Inventory report.
  - b. Print 'Auto/DD List'.
  - c. Check 'Path On-Call List' on Fridays.
  - d. Return platelets expiring the next day to Blood Supplier before midnight.
  - e. Perform Daily QC/MAINT on VISION 2.
  - f. Perform Weekly/Monthly MAINT on VISION 2.
  - g. Perform Weekly Maintenance on Plasma Thawer 2.
  - h. Check refrigerator and make sure there is adequate stock of Safe-T-Vue for use. Remove Safe-T-Vue to RT if the indicators were opened almost 2 months ago. Return Safe-T-Vue to refrigerator after 24-48 hours at RT.
  - i. Check blood product inventory and place orders.
  - j. Check Type & Screen or blood availability for next day's OR patients using the MDS (Master Daily Schedule) printed from HealthConnect.
  - k. Check antibody history for next week's TAVR patients on Thursday and send the PreOp Rescreen Email to 'SFO BB CV PreOp MDRN-KPNC-SFO'.
  - l. Check and set up the next day's Infusion Center requested blood products.
  - m. Order platelets for next day's surgery and Infusion Center.
  - n. Rotate and count specimens received the day before. Sunday's Swing shift discard 42 days old samples.

- o. Replenish gel cards and bench supplies.
  - p. Check Pending SFO BCP IrwinCtr once a week and perform follow-up.
  - q. Check Pending Inquiry SFO BB TRANSSVC at 1500 and 2200.
  - r. Refrigerate retained segments at the end of shift.
  - s. Refrigerate manual reagent racks.
  - t. Perform ABO/Rh Unit Confirmation.
3. **Night Shift** are responsible for the following tasks:
- a. Perform Daily QC/MAINT on VISION 1.
  - b. Perform Weekly/Monthly MAINT on VISION 1.
  - c. This includes changing expiring VISION reagents and gel cards as well as QC samples, switching out low volume reagents, and changing to new lot of reagents/gel cards when the old lot is QNS for the day's operation needs.



### Day CLS Duties Checklist

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Cancel units, discard 9th day cord samples and 49th day segments															
Check and post issued units- <b>TDR</b>															
Destroy expired units															
Rotate and discard quarantined products <span style="float:right">Monday</span>															
Return short dated units to BCP															
Inventory status report / fax to BCP															
Critical inventory report (5 days) - <b>USR</b>															
Auto/DD Report - <b>ADU</b>															
Check daily PTC Export file															
Review Daily Reagent, Equip & Antisera QC															
Daily PV# 1 QC review															
Check & update CVOR Schedule															
RT around PV ( $< 28^{\circ}\text{C}$ )															
Humidity around PV ( $> 15\%$ )															
CLSInitials															
Pending Inquiry (BB CLS2 or BB CLS on holidays)	0630am														
	0900a														
	1300p														
Daily Cleaning PV Handler wash station / probe / foot on both PV# 1 & 2															
Clean counter top Replenish supply	Station One														
	Station Two														
	Station Three														
Check Date and Time	Fax machine - also Replenish Paper														
	Time Stamper 1														
	Time Stamper 2														
Reviewed By:															

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_



### Day CLS Duties Checklist

	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Cancel units, discard 9th day cord samples and 49th day segments																
Check and post issued units- <b>TDR</b>																
Destroy expired units																
Rotate and discard quarantined products <b>Monday</b>																
Return short dated units to BCP																
Inventory status report / fax to BCP																
Critical inventory report (5 days) - <b>USR</b>																
Auto/DD Report - <b>ADU</b>																
Check daily PTC Export file																
Review Daily Reagent, Equip & Antisera QC																
Daily PV# 1 QC review																
Check & update CVOR Schedule																
RT around PV (< 28 <sup>0</sup> C)																
Humidity around PV (> 15%)																
CLSInitials																
Pending Inquiry (BB CLS2 or BB CLS on holidays)	0630am															
	0900a															
	1300p															
Daily Cleaning PV Handler wash station / probe / foot on both PV# 1 & 2																
Clean counter top Replenish supply	Station One															
	Station Two															
	Station Three															
Check Date and Time	Fax machine - also Replenish Paper															
	Time Stamper 1															
	Time Stamper 2															
Reviewed By:																

Month \_\_\_\_\_ Year \_\_\_\_\_



# Swing Shift Daily Duties Checklist

Month: \_\_\_\_\_ Year: \_\_\_\_\_

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Print Auto/DD & Review Critical List																																
Check Blood Products Inventory																																
Return Platelets & Keep 2 at all times																																
Perform VISION 2 DAILY MAINT/QC																																
Perform VISION 2 WEEKLY (Thurs) & MONTHLY MAINT																																
Perform Plasma Thawer 2 WEEKLY QC (Wed)																																
Do OR Schedule TAVR HX on Thurs																																
Check Safe-T-Vue																																
Rotate & Count Specimens																																
Print Path On-call List (Friday)																																
Replenish Gel Cards & Bench supplies																																
Check Pending SFO BCP IrwinCtr on (Tues)																																
Order Platelets for OR next day																																
Refrigerate retained segments at the end of shift																																
Refrigerate Manual Reagent Racks																																
Check Pending Inquiry SFO BB TRANSVC (at 3p & 10p)	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/	/