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|  | **WFBH BLOOD BANK** |  |
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|  | The Weekly Blood Bank Blast  |  |
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| Vol 3.13 5/02/25 |  |
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| **Policy Updates and Reminders:****Complete ALL assigned reading in Policy Tech!****NCABB 2025*** **Monday May 5-Tuesday May 6 Stuart and Larry will be attending this year for our lab on**
* **Downtime Staffing**

**CSW in at 0730 / 1430 split shift****BT in at 10am****JJ in at 3pm****Arizona 7am****Food will be provided for those working the downtime on 1st and 2nd.**  |  |  | **Quality*** Open door message from Ortho. Make sure you open the door BEFORE the countdown is over. If you open the door after the countdown is over, the machine will NOT do an inventory or notice anything you loaded!!
* ER forms (electronic) count as long as the Authorizing provider is an MD or DO.
* Baby blood split is good for 24 hours once irradiated EVEN if the mother bag was only good as a “baby” unit till midnight.
* Match Rh/Kell does not exist without HgB S negative. They go Together!!
 | * Charge techs are there to support you. Chain of support is below:
1. Senior Tech
2. Charge Tech
3. Management

Do not call management unless your charge tech or senior tech cannot answer your question. If your charge tech cannot answer THEY should be the ones calling management. If you call mgmt. about something that can be answered in a procedure, we will assign you that procedure to read in Policy Tech.* HgbS testing on units needs to be documented in SQ and in the ag typing books!!
* Starting next week this is an IN HOUSE testing piece.
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| Sunquest Downtime Plan: 1. 3rd shift do backups before you leave!! Including inventory!
2. Perform Inventory at 7am before system goes down.
3. During downtime samples still must be collected with PPID.
4. Samples are received in Epic and then logged onto the downtime log sheets.
5. History checks using backup files. Refer to CM Computer Systems Downtime Policy and Procedure.
6. Program samples to run on Vision using CEID number
7. Print all results and place in acetate
8. Manually XM units and manually complete downtime unit tags.
9. Store acetates vertically in the “box”
10. Call when products are ready for STAT locations per SOP and we will Secure chat the collecting RN for TYHD or person who enters orders for add-ons and components that their product is ready.
11. Issue on downtime forms
12. Hand out transfusion instructions to everyone picking up blood products while on downtime.
13. Return products on downtime form and store in separate location as we do NOT want these going out again before they are “cleaned” up if not necessary.
14. Post to-live Validation
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