

Beaumont

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Document Contact: Kelly Sartor: Mgr, Division
Laboratory
Area: Laboratory-Blood Bank
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Blood Bank Staff Identification Form

Document Type: Procedure

I. PURPOSE AND OBJECTIVE:

This document is to identify staff involved in transfusion related activities by using the employee's name, identification number, signature, and handwritten or electronic initials. This document outlines the products routinely received and transfused to patients within the system.

II. INTRODUCTION:

Government regulations and accrediting standards require that the Transfusion Medicine Laboratory have a system in place that can be used to identify staff who have performed various tasks within the section. A system has been established to capture each employee's identification.

III. POLICY:

A. The following are policies related to the use and maintenance of staff identification.

1. All medical, managerial, technical, clerical, and support staff must complete a staff identification form when first assigned to Transfusion Medicine Services section.
2. Both electronic and handwritten initials (all types: upper case, lower case, two letters, or three letters) must be included on the card.

Note: It is strongly recommended that each employee consistently use one way to write their initials. It is the responsibility of the employee to complete a new form or to edit the existing form whenever a name change has occurred.

3. Completed forms are filed in the employees file and kept indefinitely.
4. The staff identification card shall document the employee's start date and last day worked.
5. The Blood Bank Supervisor or designee is responsible for verifying that staff working in transfusion services have completed an identification card.

IV. PROCEDURE:

A. To complete a form, staff must:

1. Obtain a form from Supervisor or designee.
2. Complete the Staff Identification form.
3. Return the completed form to supervisor or designee for filing.

V. REFERENCES:

College of American Pathologists Laboratory General Checklist, GEN.54400, *Personnel Records*, 06/04/2020

Attachments

[Blood Bank Staff Identification Form_revised 03/20/2024](#)

Approval Signatures

Step Description	Approver	Date
	Kristina Davis: Staff Physician	4/24/2024
	Ann Marie Blenc: System Med Dir, Hematopath	4/13/2024
	Muhammad Arshad: Chief, Pathology	4/11/2024
	Jeremy Powers: Chief, Pathology	4/9/2024
	Ryan Johnson: OUWB Clinical Faculty	4/2/2024
	Hassan Kanaan: OUWB Clinical Faculty	3/28/2024
	Masood Siddiqui: Staff Pathologist	3/27/2024
	John Pui: Chief, Pathology	3/27/2024
Policy and Forms Steering Committee (if needed)	Kelly Sartor: Mgr, Division Laboratory	3/27/2024
	Ashley Beesley: Mgr, Laboratory	3/26/2024
	Hilary Morey: Medical Technologist Lead	3/23/2024
	Katherine Persinger: Mgr, Laboratory	3/22/2024
	Kristen DiCicco: Mgr, Laboratory	3/22/2024
	Michele Ferla: Medical Technologist Lead	3/22/2024
	Teresa Lovins: Supv, Laboratory	3/22/2024
	Fatima Bazzi: Medical Technologist Lead	3/22/2024
	Karrie Torgerson: Supv, Laboratory	3/22/2024
	Kelly Sartor: Mgr, Division Laboratory	3/22/2024
	Kelly Sartor: Mgr, Division Laboratory	3/22/2024

Applicability

Dearborn, Farmington Hills, Grosse Pointe, Royal Oak, Taylor, Trenton, Troy, Wayne