

# **POLICY**

## **Corewell Health East - Blood Bank Staff Identification Form - All Beaumont Hospitals**

**This Policy is Applicable to the following Corewell Health sites:**

Corewell Health Beaumont Grosse Pointe Hospital, Corewell Health Beaumont Troy Hospital, Corewell Health Dearborn Hospital, Corewell Health Farmington Hills Hospital, Corewell Health Taylor Hospital, Corewell Health Trenton Hospital, Corewell Health Wayne Hospital, Corewell Health William Beaumont University Hospital (Royal Oak)

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| <b>Applicability Limited to:</b> | N/A                             |
| <b>Reference #:</b>              | 33714                           |
| <b>Version #:</b>                | 2                               |
| <b>Effective Date:</b>           | 06/06/2025                      |
| <b>Functional Area:</b>          | Clinical Operations, Laboratory |
| <b>Lab Department Area:</b>      | Lab - Blood Bank                |

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### **1. Principle**

This document is to identify staff involved in transfusion related activities by using the employee's name, network ID, signature, and handwritten initials. 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.

### **2. Responsibility**

Personnel who have completed the competency requirement will perform these tasks.

### **3. 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 the network ID and handwritten initials (all types: upper case, lower case, two letters, or three letters) must be included on the form. 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 form 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.
- B. 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.

Entities will reference associated Documentation contained within this document as applicable  
Printouts of this document may be out of date and should be considered uncontrolled.

**4. Revisions**

Corewell Health reserves the right to alter, amend, modify or eliminate this document at any time without prior written notice.

**5. References**

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

**6. Policy Development and Approval****Document Owner:**

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**7. Keywords**

Not Set