



Blood Bank Daily Task

Instructions: Place date in date field. Place initials in box to indicate task performed on given day and shift indicated. Put “NA” or “NP” if not performed.

	Sun Date_____			Mon Date_____			Tues Date_____			Wed Date_____			Thurs Date_____			Fri Date_____			Sat Date_____		
Task	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd	1st	2nd	3rd
Daily Reagent QC																					
Release Blood, Blood Products, Rx																					
Check histo techs for histology																					
Complete Tasks in Incomplete File																					
Check Quarantine Units for Appearance																					
Check for reagents needing to be brought in																					
Finalize all reports signed by Pathologist																					
Review Pending Specimen Tracking Screen																					
Change charts on Storage equipment																					
Weekly NEO maintenance																					
Weekly ECHO maintenance																					
Archive NEO files																					



PROCEDURE AND FORM CHANGE CONTROL

Title: BBF 21.0-Blood Bank Daily Task List										
Written		Validated		Path Review		Review		Effective		Reason for Revision
Date	By	Date	By	Date	By	Date	By	Date	By	
2/6/15	JLH	2/9/15	KMS	2/9/15	ESB			2/10/15	JLH	Combined Daily Task list into form to use weekly for daily tasks. Document control added.

Location of any copy(s) of the procedure:

Out of use:

Date: _____ By: _____ Reason: _____