



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 processors in 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. |
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Location of any copy(s) of the procedure:

Out of use:

Date: _____ By: _____ Reason: _____