



Stanton Territorial Hospital

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Transfusion Medicine Manual

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Document Name:

Master Signature Record

Approved By:

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Status: **APPROVED**

PURPOSE:

The master signature record is a document used by the Stanton Territorial Hospital to keep track of the signatures and initials used by NTHSSA employees. This procedure outlines who is responsible for updating the master signature record and at what frequency.

POLICY:

All blood products that are issued from the Stanton Laboratory Blood Bank shall be co-signed by two certified staff with either of the following designations, Registered Nurse (RN) or Medical Laboratory Technologist (MLT). The master signature record shall be used to ensure that only those authorized to co-sign for blood products do so, and that signatures/initials on documents can be tracked.

PROCEDURE INSTRUCTIONS:

Follow the steps in the table below to

Step	Action
1	On a quarterly basis, the Manager, Laboratory Services or their assigned designate shall email all managers who oversee registered nursing staff at the Stanton Hospital to request the updated master signature record for the departments they oversee: <ul style="list-style-type: none"> • Manager of Extended Care and Psychiatry • Manager of Surgical Services (Surgery and Surgical Day Care) • Manager of Critical Care (Emergency and ICU) • Manager of Medicine and Outpatient Care (Medicine, Dialysis and Medical Day Care) • Manager of Patient Flow and Scheduling (Patient Care Coordinators - PCCs)
2	On a quarterly basis, the Manager, Laboratory Services or their assigned designate shall update the master signature record for all laboratory staff in the GNWT by emailing the Laboratory Supervisor of Fort Smith and Inuvik Hospital.

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3	On a quarterly basis, the Manager, Laboratory Services or their assigned designate shall email the Territorial LIS Administrators to request that the master phlebotomy list be updated.
3	On a continuous basis, the Manager, Laboratory Services or their assigned designate shall update the master signature record for the laboratory department of the Stanton Territorial Hospital upon the hire of an employee to the laboratory department.

RELATED DOCUMENTS:

- TMM131201 Master Signature Record

REFERENCES:

- Canadian Society of Transfusion Medicine. (April 2017). *Standards for Hospital Transfusion Services, Version 4.*

REVISION HISTORY:

REVISION	DATE	Description of Change	REQUESTED BY
1.0	03 Jan 2018	Initial Release	E.Chan