Quest Diagnostics

Month/Year:

Daily Reports and Tasks Form

☐ Shady Grove Adventist Hospital; Rockville, MD
☐ Washington Adventist Hospital; Takoma Park, MD

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Day Shift																															
Blood Bank Backup (BEX, BBR6, BBR15)																															
Product File List (BBR2, allocated)																															
Verify Reagent QC (lot #s and exp dates)																															
Discard Reagents That Will Expire in <24 hrs.																															
Arrange Blood Inventory by Expiration Date																															
Daily Temperatures																															
Standing Order to ARC (SG: M, W, F / W: Su, T, Th)																															
Change Temperature Charts (Weekly on Monday)																															
Detailed Inventory (BBR2, INV, PLAS/CRYG) First w/e of Mo																															
Evening Shift																															
Directed/Autologous Unit List (BBR20)																															
Surgery Schedule																															
Blood Product Testing Worksheet (BBR3)																															
Discard Reagent Cells >3 Months Old																															
Night Shift																															
Expired Crossmatch List (BBR1)																															
Blood Bank Expired Crossmatches (BEC)																															
Expired Blood Product List (BBR4)																															
BSU Units on BBR4 to Appropriate Status																															
Issued, Unreported Units List (BBR5)																															
Short Outdate Summary (BBR12)																															
Blood Issue Finalization (BIF)																															
Patient/Unit Pending Log (BBR14)																															
Daily Reagent QC																															
Reagent Crosscheck QC																															
Discard Expired BB Specimens																															
Review Attributes on Transfusion Request Forms																															
Discard Old Unit Segments (Last Day of Month)																															
Lead Tech																															
Patient AD Data Update (BBR8)																															
Incomplete Reaction Result Log (BBR18)																															
Quality Assurance Report (BBR7)																															
Merge Log (LO11)																															
Review of AbID and Antigen Typing																															
Overdue Test Log (LO2) (Weekly)																															
Verification of Blood Bank Backup (Monthly)																															

Note: Reports are routinely run on a daily basis. However, some reports may not be generated on weekends, holidays, or days in which workload is unusually high. If the report is not generated for a given day, place a hashmark (/) in the box that corresponds to the day on which the report was not performed. *01.22.2013*

AG.F129.002

Supervisor Review:

Date: