

TRAINING UPDATE

Lab Location: SGAH and WAH **Date Implemented:** 12.19.2013
Department: Blood Bank **Due Date:** 12.31.2013

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

Blood Bank Shift-to-Shift Communication Log

Description of change(s):

Updated retention from 5 years to 2 years (shorter).

Document: SGAH.BB67[1] Status: RELEASED, Effective: 12/19/2013, Check Version Before Use

Non-Technical SOP

| | | |
|--------------------|--|------------------|
| Title | Blood Bank Shift-to-Shift Communication Log | |
| Prepared by | Stephanie Codina | Date: 12/19/2010 |
| Owner | Stephanie Codina | Date: 12/19/2010 |

| Laboratory Approval | | |
|--|------------------|------------------------------|
| Print Name and Title | Signature | Date |
| <i>Refer to the electronic signature page for approval and approval dates.</i> | | |
| | | |
| | | |
| Local Issue Date: | | Local Effective Date: |

| Review: | | |
|-------------------|------------------|-------------|
| Print Name | Signature | Date |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Form revised 3.11.00

TABLE OF CONTENTS

1. PURPOSE 2
 2. SCOPE 2
 3. RESPONSIBILITY 2
 4. DEFINITIONS 2
 5. PROCEDURE 2
 6. RELATED DOCUMENTS 3
 7. REFERENCES 4
 8. REVISION HISTORY 4
 9. ADDENDA AND APPENDICES 4

1. PURPOSE

The shift-to-shift communication log will provide a means of communicating information between different shifts in the blood bank. Written communication will ensure consistency in the handling of information to be communicated from one shift to the next and document the information that was passed on.

2. SCOPE

This procedure applies to any pertinent information that should be passed to techs working another shift.

3. RESPONSIBILITY

All blood bank staff members are required to utilize the shift-to-shift communication log to document and communicate specific issues.

4. DEFINITIONS

N/A

5. PROCEDURE

| Step | Action |
|------|---|
| 1 | All information to be communicated to the next shift will be written on the shift-to-shift communication log. This includes information related to: A. Blood product supply or availability B. Reagent supply or performance issues C. Equipment performance issues D. Staffing shortages E. Patient problems, testing, or blood product availability issues |

Document: SGAH.BB67[1] Status: RELEASED, Effective: 12/19/2013, Check Version Before Use

Form revised 3/31/00

Document: SGAH.BB67[1] Status: RELEASED, Effective: 12/19/2013, Check Version Before Use

| Step | Action |
|------|--|
| 2 | <p>Blood bank staff members will record important information, actions, and concerns as they occur. Do not wait until the end of the shift to begin documenting events.</p> <ul style="list-style-type: none"> A. Each entry will include the message and time. B. If the documentation includes a patient, the patient name and medical record number will also be included. C. A tech will initial and time the resolved column when the issue has been resolved. |
| 3 | <p>At least one shift-to-shift log will be completed for each calendar day in the blood bank.</p> <ul style="list-style-type: none"> A. The log will be started at the beginning of dayshift and continue through the end of night shift on the following morning. B. If more than one sheet is needed to document issues, both sheets will need to be reviewed at each change of shift. |
| 4 | <p>Within 1 hour of change of shift, the outgoing tech will pull and clear a pending log. All received specimens that cannot be cleared from the pending log will be documented as patient problems.</p> |
| 5 | <p>No fewer than two staff members will be present during change of shift.</p> <ul style="list-style-type: none"> A. A formal hand-off of information should occur between the incoming and outgoing techs. <ul style="list-style-type: none"> a. The outgoing tech will review all information to the incoming tech. b. The incoming tech will ask questions as needed to ensure understanding of all issues presented. The outgoing tech will take the time to answer all questions. B. Both the outgoing and incoming techs will be required to initial the "Hand-Off" area of the form to indicate appropriate transfer of information. C. All techs are required to read the information documented in the shift-to-shift log for the day at the beginning of their shifts. |
| 6 | <p>Shift-to-Shift Communication Logs will be maintained for a minimum of 2 years.</p> |

6. RELATED DOCUMENTS

Form: Blood Bank Shift-To-Shift Communication Log (AG.F81)

Form revised 3/31/00

7. REFERENCES

Roback, J.D., Combs, M.R., Grossman, B.J., Hillyer, C.D. 2008. Technical Manual of the AABB, 16th ed. AABB Publishing, Bethesda, Maryland

8. REVISION HISTORY

| Version | Date | Reason for Revision | Revised By | Approved By |
|---------|---------|---|------------|-------------|
| | | Supersedes WAH-SGAH B602.00 | | |
| 000 | 12.9.13 | Section 5: Changed retention from 5 years to 2 years. Footer: version # leading zero's dropped due to new EDCS in use as of 10/7/13. | SCodina | NCacciabeve |
| | | | | |
| | | | | |

9. ADDENDA AND APPENDICES

N/A

Document: SGAH.BB67[1] Status: RELEASED, Effective: 12/19/2013, Check Version Before Use

Form revised 3/31/00