TRAINING UPDATE

Lab Location: Department: SGMC & WOMC Blood Bank

Date Implemented: Due Date: 9/24/24 10/1/24

DESCRIPTION OF PROCEDURE REVISION

Name of procedure:

- Daily Reports and Tasks Form
- Blood Bank LIS Reports

Description of change(s):

This form will update when we begin documenting QC in Sunquest.

- 1. Each shift will be assigned a reagent rack to QC.
 - a. Days = Rack 1
 - b. Evenings = Rack 2
 - c. Nights = DAT Rack and Echo
 - d. Group Lead = Review
- 2. We are assigning daily and weekly QC to shifts
 - a. Days = temps, microscope
 - b. Eves = centrifuge, cell washer, plasma thawer, adjusting standing order based on inventory
 - c. Nights = Echo and eyewash
- 3. I removed the requirement to pull the Auto/Directed report (formerly eves) and the Daily QC Report_LISSC/XMAHG (formerly group lead)

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Month/Year:					Dail	Daily Reports and Tasks Form	ports	and	Tas	KS T	orm					,	Location:	tion													
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Day Shift																															
Blood Bank Backup (BEX,BBR6,BBR15)																															
Product File List (BBR2, allocated)																													T	I	
Rack 1 QC																															
Arrange Blood Inventory by Expiration Date																															
Daily Temperatures and Change Charts on Mon																															
Microscope QC																															
Detailed Inventory (BBR2, INV, PLAS/CRYG) First w/e of Mo																													T		

Livening Shift Rank 2 QC Centifuge Maintenance Cell Washer Weelly Maintenance Cell Washer Weelly Maintenance (Date and Tech Code) Magnet Standing Orders As Needed (BBR13) Cell Washer Weelly Maintenance (Date and Tech Code) Manniny Centrifuge Ci Discard Respent Cells - 3 Months Old Might Shift Expired Allocation List Expired Blood Product List (BBR4) Expired Store Finalization (List (BBR4) Expired Store Finalization (List (BBR4)) BSU Units on BBR4 to Appropriate Status Bsusuer Enalization (BER) Bord Olark Sauer Finalization (BER) Bord Olark Sauer Finalization (BER) Cell Washer Cell Cells - 3 Months Old Might Store Cells - 3 Months Ce	Day Shift Blood Bank Backup (BEX,BBR6,BBR15) Product File List (BBR2, allocated) Rack 1 QC Arrange Blood Inventory by Expiration Date Daily Temperatures and Change Charts on Mon Microscope (C) Price of the Common
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lerge Log (LO11) Verdue Test Log (LO2) (Weekly) teview of QC Results (QCR) teview of QC Results (QCR) teview of QC Results (QCR)	Group Lead Review of AbiD and Antigen Typing Daily Rh negative Results Report Patient AD Data Update (BBR8) Quality Assurance Report (BBR7) Incomplete Reaction Result Log (BBR18)
erification of Backup Monthly (Date and Tech Code)	Merge Log (LO11) Overdue Test Log (LO2) (Weekly) Review of QC Results (QCR) Reagent Receipt QC Weekly (Date and Tech Code) Verification of Backup Monthly (Date and Tech Code)

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.

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