Lab Location:	SGMC & WOMC	**Date Implemented:**	9/24/24
Department:	Blood Bank	**Due Date:**	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)

Month/Year: _____   Location: _____

Daily Reports and Tasks Form

	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)																															
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																															
Transferred unit report to Inova--BBR9 (1st of month)																															
Evening Shift																															
Rack 2 QC																															
Centrifuge Maintenance																															
Cell Washer Maintenance																															
Plasma Thawer Maintenance																															
Surgery Schedule																															
Adjust Standing Orders As Needed (BBR13)																															
Cell Washer Weekly Maintenance (Date and Tech Code)																															
Plasma Thawer Weekly Maintenance (Date and Tech Code)																															
Monthly Centrifuge QC																															
Discard Reagent Cells >3 Months Old																															
Night Shift																															
Expired Allocation List																															
Blood Bank Expired Crossmatches (BEC)																															
Expired Blood Product List (BBR4)																															
BSU Units on BBR4 to Appropriate Status																															
Issued, Unreported Units List (BBR5)																															
Blood Issue Finalization (BIF)																															
Short Outdate Summary (BBR12)																															
DAT Rack QC																															
Echo Maintenance and QC																															
Eyewash Check (Date and Tech Code)																															
Discard Old Unit Segments (First Day of Month)																															
Group Lead																															
Review of Ab/D and Antigen Typing																															
Daily Rh negative Results Report																															
Patient AD Data Update (BBR8)																															
Quality Assurance Report (BBR7)																															
Incomplete Reaction Result Log (BBR18)																															
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.