## TRAINING UPDATE

Lab Location: Department: FWMC Blood Bank Date Implemented: Due Date:

9/24/24 10/1/24

## **DESCRIPTION OF PROCEDURE REVISION**

## Name of procedure:

- Daily Reports and Tasks Form--FWMC
- Blood Bank LIS Reports

## **Description of change(s):**

- 1. We will be assigning QC tasks to a particular shift
  - a. Days = Temps + Gel/MTS Dispenser maintenance
  - b. Eves = Centrifuge + Plasma Thawer maintenance
- 2. 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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Day Shift														į	į	Ŀ	ā	+	, c	12	1	2	14	C.Z	6	27	28	29	8
Blood Bank Backup (BEX,BBR6,BBR15)																		-											-
Product File List (BBR2, allocated)															1	1	1	1	1	1	1	1	1	-	+	+	-	-	-
Arrange Blood Inventory by Expiration Date																	1	1	1	+	+	-	1	-	1	1	-	1	+
Daily Temperatures and Change Charts on Mon														1	1	1	1	1	1	1	+	+	$\downarrow$	-	1	+	+	+	-
Gel and MTS Dispenser Daily Maintenance																1	1	1	1	+	+	1	1	1	1	-	-	-	+
Gel and MTS Dispenser Weekly Maintenance (Date and Tech Code)																L		L	F	1	L	_		-	-		-	-	L
Detailed Inventory (BBR2, INV, PLAS/CRYG) First w/e of Mo							ŀ													H	Ų.					i	L		
Transferred unit report to Inova—BBR9 (1st of month)										N						1	1	ļ		1	l	ļ			I				1
Evening Shift														ı				1	1	ı	ı	ı							
Centrifuge Maintenance														1						-	-			-	-	-	-		-
Plasma Thawer Maintenance														1		1	1	+	1	+	+	1	1	+	+	+	+	+	+
Surgery Schedule														1			1	+	+	+	+	+	1	+	+	+	+	+	+
Adjust Standing Orders As Needed (BBR13)														1		1	1	1	+	+	+	1		+	+	+	+	+	+
Plasma Thawer Weekly Maintenance (Date and Tech Code)					1										-		-	-	ŀ	+	ŀ	-	-	-	-	-	+	L	-
Monthly Centrifuge QC																4	4			ŀ	ŀ								
Night Shift													1	1	1	1		ı	1	-	1	1	1						
Expired Allocation List																4	-		+	-	+	-				-	-		
Blood Bank Expired Crossmatches (BEC)													1	1	1	1	+	+	+	+	+	+	+	+	+	+	+	+	+
Expired Blood Product List (BBR4)													4	4	1	1	1	+	+	+	+	+	1	+	+	+	+	+	+
BSU Units on BBR4 to Appropriate Status													1	4		1	1	+	-	+	+	+		1	+	+	+	+	+
Issued, Unreported Units List (BBR5)														4	1	1	+	+	+	+	+	+	+	+	+	+	+		+
Blood Issue Finalization (BIF)															1	4	4	+	+	+	+	1	+	+	-	+	+	+	+
Short Outdate Summary (BBR12)												1	1		1	1	1	+	+	+	+	+	+	+		+	+	+	+
Daily Reagent QC												1			1	4	+	+	+	+	+	1	+	+	+	+	1	+	+
Discard Old Unit Segments (First Day of Month)						8													ŀ		ŀ		H	-		-	-		H
Group Lead														1	1	4	-	4		-	ł	ł							
Daily Rh negative Results Report														1	-	4		-	-	-	+	+	-		-	-	-		-
Patient AD Data Update (BBR8)														1	1	-	+	+	+	+	+	+	-	-	+	+	+	+	+
Quality Assurance Report (BBR7)													4		_	_	+	+	+	+	+	+	+	1	+	+	+	+	+
Incomplete Reaction Result Log (BBR18)												1	1	1		1	+	+	+	+	+	+	+	+	+	-	1	+	+
Merge Log (LO11)											1	1		1	1	1	+	+	+	+	-	1	+	+	+	+	+	+	+
Overdue Test Log (LO2) (Weekly)											1			_	1	4	+	+	+	+	+	+	+	+	+	+	+	+	+
Review of QC Results (QCR)													4	1	4	1	+	+	+	+	+	+	+	+	+	+	+	+	+
Reagent Receipt QC Weekly (Date and Tech Code)													4	-		-	-		-	+	ŀ	-	-	1	-	-	+	-	H
Verification of Backup Monthly (Date and Tech Code)																				-							-		

Month/Year:

Adventist HealthCare

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Supervisor Review:	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 higher day on which the report was not performed.
Dato:	nigh. If the report is not generated for a given day, place a hashmark (/) in the box that corresponds to