

Non-Technical SOP

Title	Blood Bank Staff Duties	
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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:

12 month (or new) management review and approval: Signature acknowledges SOP version remains in effect with NO revisions.		
Print Name	Signature	Date

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- 1. PURPOSE**
 To describe the duties performed daily by blood bank staff members.
- 2. SCOPE**
 This procedure applies to daily tasks performed in the blood bank.
- 3. RESPONSIBILITY**
 All blood bank staff members are required to perform the tasks, duties, and technical procedures outlined in this procedure.
- 4. DEFINITIONS**
 N/A
- 5. PROCEDURE**

Step	Action
1	All employees are required to: <ul style="list-style-type: none"> A. Read the communication log and complete outstanding tasks. B. Prioritize patient testing based on patient location and status. <ul style="list-style-type: none"> a. Patients who are actively bleeding will be the highest priority, regardless of location. b. Perform STAT work first. c. Prioritize specimens in the following order: OR, ED, ICU (including NICU and PICU), CCU, L&D, in-patient nursing units, outpatients, pre-admission testing C. Print a pending test log and clear all unresolved issues before the end of your shift. D. Return your reagents to the refrigerator at the end of your shift. E. Clean and disinfect your workbench at the end of your shift. This includes restocking all bench supplies, wiping down equipment, and cleaning the testing rack.

Step	Action
<p>1 Cont</p>	<ul style="list-style-type: none"> F. Refill the paper supplies for the fax machine and printers when necessary. G. Make copies of forms if you use the last copy or if you see they are running low. H. Receive all reagents and supplies delivered during your shift. <ul style="list-style-type: none"> a. Document receipt in the Reagent Receipt Log. b. Place a copy of the antigram in the antigram book for screen and panel cells. c. Perform reagent crosscheck for applicable reagents and document completion of the QC in the Reagent Receipt Log. I. Perform all quality control and maintenance tasks that were not completed by the previous shift. J. Manage the blood product inventory to minimize wastage. <ul style="list-style-type: none"> a. Utilize short-dated units first. b. Work with the blood supplier to ship short dated products to other hospitals when applicable. K. Assess blood inventory levels and place ad hoc orders when needed to maintain an adequate supply. L. Process donor units.
<p>2</p>	<p>Dayshift is responsible for the following tasks:</p> <ul style="list-style-type: none"> A. The first person scheduled for the morning shift will receive the shift report from the night tech and document the exchange on the communication log. B. Print a pending test log for both received and unreceived specimens for the date range T-7. <ul style="list-style-type: none"> a. Check for outstanding tests from previous days and resolve. b. Call the nursing floor to resolve all unreceived tests. Cancel tests that are no longer needed. c. Review the list of unreceived ABO retype specimens. Determine if an acceptable specimen has been received in another area of the laboratory. Retrieve and test specimens as applicable. C. Re-verify the lot numbers of all current reagents and ensure they are within the valid expiration period. D. Discard all reagents that will expire within the next 24 hours. Document the discard in the Reagent Receipt Log. E. Arrange blood inventory by expiration date. F. Place routine blood orders 3 times per week. G. Perform the blood bank backup per procedure, "BB LIS Reports."

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Step	Action
2 Cont	H. Record document temperatures for all temperature-dependent equipment. I. Change the temperature charts on blood storage equipment weekly. J. Discard blood banks specimens and donor units involved in transfusion reactions as indicated by procedure, "Sample Specifications for Blood Bank Testing." K. Perform equipment quality control as needed per procedure. L. Refresh the red blood cells and RhIG at GEC as needed.
3	Evening shift is responsible for the following tasks: A. Shift report a. Receive the shift report from the dayshift tech and document the communication in the communication logbook. b. Provide the shift report to the night shift tech and document the communication in the communication logbook. B. Complete the surgery schedule and fax the surgery schedule to the proper location. C. Print the Directed/Autologous list and post per procedure, "BB LIS Reports." D. Discard panels that have been expired for >3 months on a monthly basis. E. Pull a report of CMV testing and document the results in the patient's BAD files (SGAH only).
4	Night shift is responsible for the following tasks: A. Shift report a. Receive the shift report from the evening shift tech and document the communication in the communication logbook. b. Provide the shift report to the dayshift tech and document the communication in the communication logbook. B. Perform reagent quality control. C. Perform maintenance and quality control of the Echo/manual Capture. D. Rotate the patient specimen racks. E. Complete blood bank reports per procedure, "BB LIS Reports." F. Equipment quality control (cellwasher, centrifuge, microscope, etc).
5	The lead tech is responsible for the following daily tasks: A. Reviewing the BBR8 report. B. Reviewing the QA failure report. C. Reviewing the merge log daily. D. Reviewing and investigating all PI/Variance reports and providing them to the manager following investigation. E. Reviewing antigen-typing. F. Reviewing antibody panel billing.

Form revised 3/31/09

6. **RELATED DOCUMENTS**
SOP: Blood Bank LIS Reports
Form: Reagent Receipt Log

7. **REFERENCES**
None

8. **REVISION HISTORY**

Version	Date	Reason for Revision	Revised By	Approved By
		Supersedes WAB613.01, SGAH B613.01		
000	8.2.12	Removed requirement to fax list of pending L&D retypes to L&D. Added manual capture.	SCodina	NCacciabeve

9. **ADDENDA AND APPENDICES**
None