

HEMATOLOGY DEPARTMENT DAILY CHECKLIST- SAH

- St. Joseph Medical Center, Tacoma, WA
- St. Francis Hospital, Federal Way, WA
- St. Clare Hospital Lakewood, WA

- St. Anthony Hospital Gig Harbor, WA
- St. Elizabeth Hospital Enumclaw, WA
- Highline Medical Center Burien, WA

- Harrison Medical Center, Bremerton, WA
- Harrison Medical Center, Silverdale, WA
- PSC

MONTH: _____ **YEAR:** _____

Day Shift:	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
5C Controls-Normal & Abn 1-LH750 @ 0800																															
Retic-C Controls- Level 1-LH750 @ 0800																															
Slide Stainer Maintenance	Record on Slide Stainer Log- Monthly maint due on 1st of month																														
Disinfect Benchtops (all dept)																															
Manual UA QC (SPG)	Record in Beaker																														
LJ Review (LH750)	Record in Beaker																														
TECH ID																															

Weekly Day Shift	Week 1 (Date & Tech ID)	Week 2 (Date & Tech ID)	Week 3 (Date & Tech ID)	Week 4 (Week & Tech ID)	Week 5 (Date & Tech ID)
LH 750 (Tues):Clean Filters					
LH 750 (Tues):Shutdown Workstation					
LH 750 (Tues):BSV/Shear valve Cleaning					
LH 500 (Thurs):Shutdown Workstation					
LH 500 (Thurs):BSV/Shear valve Cleaning					
Primary/Secondary Mode Comparison (LH750/500- See separate log)					
Flush Waste Drains (LH750,TOP500,DXI)					

Evening Shift:	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
Disinfect Benchtops (all dept)																															
5C Controls-Normal & Abn 1-LH750 @ 1600																															
Retic-C Controls- Level 2 -LH750 @ 1600																															
LJ Review (LH750)	Record in Beaker																														
Blood Bank Inventory Report																															
Order FFP (Order as needed per inventory policy)																															
Verify Emer Release Blood is Setup																															
Slide Stainer Reagents & Waste-Check & replenish as needed																															
Plasma Thawer Weekly Maint (Sun)	Record on Plasma Thawer Weekly Maint Log																														
Review Blood Bank File Box (Mondays and Thursdays)																															
TECH ID																															

Night Shift:	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
LH750 Shutdown/Startup																															
Latron Primer/Control (LH750)																															
5C Controls-Normal & Abn 1-LH750 @ midnight																															
Retic-C Controls- Level 3 -LH750 @ midnight																															
LH500 Shutdown/Startup																															
Latron Primer/Control (LH500)																															
5C Controls-Normal & Abn 1-LH500 @ 2200																															
LJ Review (LH500 & LH750)	Record in Beaker																														
Plasma Thawer H ₂ O Level																															
Blood Bank Releases (midnight)																															
Disinfect Benchtops (all dept)																															
File previous days' printouts																															
TECH ID																															