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| **University of Washington,** **Harborview Medical Center****325 9th Ave. Seattle, WA, 98104****Transfusion Services Laboratory****Policies and Procedures Manual** | **Original Effective Date:**July 15, 2013 | **Number:** **1101-1** |
| **Revision Effective Date:** | **Pages:**  |
| QSE: Organization and Leadership**TITLE:** Quality Policy: Director Designation Policy |

**Purpose**

To define the Designation Policy for Transfusion Service Medical Director Responsibilities

**Background**

The CLIA Director for HMC Laboratory Medicine Division designates the Transfusion Service Medical Director for the following Responsibilities and Roles. A change in Medical Directorship requires review of all documents by the incoming director.

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| **Responsibility** | **Performed By** | **Frequency** |
| New Document Review and Approval | Transfusion Services Medical Director | Every New Policy, Process, and Procedure |
| Substantial Changes | Transfusion Service Medical Director | Every substantial change |
| Non-substantial Changes | Transfusion Service Medical Director or TSL Manager | Every non-substantial change |
| Existing document review | Transfusion Service Medical Director or Designee TSL Manager | At least every two years. |
| Proficiency Testing & Evaluation | Transfusion Service Medical Director | As received. |
| Quality Control Records:Daily manual TestingDaily TANGO Testing | TSL Manager or Designee: Lead Technologist (Technical Supervisor), or Second Technologist. | Daily, as performed,  |
| Quality Control Records:Storage Device Temperatures | TSL Manager or Designee:Lead Technician (Technical Supervisor) or Quality Coordinator | Monthly |