**Purpose**

To describe the process for selection and ongoing assessment of suppliers used by the HMC Transfusion Services.

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| **Role** | **Action** | **Related Documents** |
| Laboratory Management | * Ensures that mechanisms to determine criteria and methods for verification (if applicable) are in place for assessment of suppliers prior to ordering. * Performs ongoing review of supplier performance via documentation of failure to meet criteria. * Contacts vendor for resolution of problems. * Monitors recalls and market withdrawals. * Initiates annual review of major reagent vendors using the Supplier Qualification and Assessment form | * Quality Policy: Supplier Selection and Qualification * Quality Improvement Monitor Form * Supplier Qualification and Assessment Form |
| Quality Manager | * Tracks and Trends Supplier issues as part of monthly data collection. |
| Laboratory Staff | * Report any problem with a supplier using Quality Improvement Monitor Form. * Notifies manager immediately if a supplier issue affects patient care. * Performs annual Supplier Assessments when assigned. |

**Reference:**

Standards for Blood Banks and Transfusion Services, AABB, Current Edition.