**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. A TSL Medical Director or qualified designee is on call at all times. This person has authority and responsibility for all consultative and support services that relate to the care and safety of transfusion recipients.

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| **Authority** | **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 or 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, or Second Technologist. | Daily, as performed |
| Quality Control Records:Storage Device Temperatures | TSL Manager or Designee:Quality Coordinator. | Monthly |
| Instrument and Equipment Maintenance Records | TSL Manager or Designee:Lead Technician (Technical Supervisor) or Quality Coordinator. | Monthly |