**Bench Assignments for All Shifts**

**STAT Tech**

* **Primarily responsible for taking STAT TSCR, TXM, and Product orders**
* Primarily responsible for allocating product (when float not scheduled)
* QC their own bench , decontaminate work area, restock supplies
* No projects or off-bench activities; focus is patient testing
* Communicates to CLTs about transfer of responsibilities to another MLS
* Take over work from previous shift and hand-off to incoming shift
* Dayshift: Print BBR 7 Override Report
* Check allocated Platelets, Plasma and RBCs
* Watch email and verify Doe name changes are updated in SQ, new samples requested, and current samples are expired
* **In month assigned, perform cell washer weekly and monthly maintenance**
* **When no float scheduled: In month assigned, perform SQ reports and Backup, Review Preadmission orders**

**TANGO Tech**

* **Review TANGO QC each shift; record on Reagent Dating Verification form**
* QC their own bench, decontaminate work area, restock supplies
* Deliver shift hand-off. Print Pending Logs for Prenatals and/or shift hand off
* Day shift: Review and file previous days shift handoff
* Review inventory order with CLT staff if no MLS Lead or FLOAT tech is present
* Perform automated type confirmations
* Receive supplies from Receiving Dock
* Work on projects as time allows
* Cover STAT bench during breaks and lunches
* Pull segments (if no Float) for type confirmations
* Allocate units as needed
* **QC additional bench when only 2 MLS’ are working**
* **In month assigned, perform Reagent and Supply Inventory**
* **In month assigned, perform weekly and monthly TANGO maintenance**

**FLOAT (MLS)**

* **Primary: Allocate units**
* **Secondary: STAT TXM and TSCR orders**
* QC their own bench , decontaminate work area, restock supplies
* Participate in OE and Secondary Processing , Trauma response / OR runner when only 2 CLTs are scheduled
* Participate in BPE and BPT for received inventory; pull segments
* **In month assigned, perform SQ reports and Backup, Review Preadmission orders**

**Bench Assignments for All Shifts**

**ER/OR**

* Primary: Responds to Trauma Code in ER or Operating Room
* Secondary: Delivers blood refrigerators (multiple products) and/or single products
* Deliver and pick up Mail
* Pick up Prenatal samples per posted schedule
* Watch email and verify Doe name changes are updated in SQ and new samples requested

**Inventory**

* Take over work from previous shift and hand-off to incoming shift
* Dayshift: Print inventory, determine order amounts, and fax order to PSBC IM before 1115 AM
* Print daily Temp Trak report for each shift; 3rd shift prints report for entire date
* Returned products to PSBC: prepare paperwork, coordinate return, package when courier arrives
* Rotated Duty:
* Perform monthly inventory reconciliation by unit number
* Perform weekly water bath maintenance
* Record Helmer water bath temperatures daily
* Perform pager maintenance: battery check, delete old messages

**All CLTs**

* Perform Order Entry, answer phone calls and perform secondary processing
* Investigate CPOE orders
* Respond to Temp Trak pager and audible alarms
* Receive and issue autologous bone
* Order STAT product shipments as needed.

**MLS and/or CLT LEAD**

* In addition to other bench assignment, perform requested Lead consultations, reviews, and overrides
* Organize meeting attendance, special projects and training
* Follow up as requested by TS Manager

**PTT Tech**

* Projects/Teaching/Training
* Available for bench work on an emergency basis only
* Assigned to a project, teaching students/residents, and/or training
* Last person called to help; 1st person off the bench when other shift staff are available