



<b>University of Washington Medical Center</b> <b>1959 NE Pacific Street. Seattle, WA 98195</b> <b>Transfusion Services Laboratory</b> <b>Policies and Procedures Manual</b>	<b>Original Effective Date:</b> <b>07-26-2021</b>	<b>Number:</b> <b>OR-0002.01</b>
	<b>Revision Effective Date:</b>	
<b>TITLE: TSL Medical Director Designation of Record Review</b>		

**PURPOSE:**

To define the Designation Policy for the Transfusion Service Medical Director of the University of Washington Medical Center (UWMC) Transfusion Service Laboratory (TSL).

**PRINCIPLE & CLINICAL SIGNIFICANCE:**

NA

**POLICIES:**

The CLIA Director for UWMC Department of Laboratory Medicine and Pathology designates the Transfusion Service Medical Director for the following roles and responsibilities. A change in medical directorship requires review of all policies and procedures by the incoming director. A TSL Medical Director or qualified designee is always on-call. This person has authority and responsibility for all consultative and support services that relate to the care and safety of transfusion recipients.

<b>Role</b>	<b>Designee</b>	<b>Frequency</b>
New policy, process and procedure document review and approval	Transfusion Service Medical Director	Any time there is a new policy, process, or procedure
Substantial policy, process, and procedure changes	Transfusion Service Medical Director	All substantial change to a policy, process, or procedure
Non-substantial changes	Transfusion Service Medical Director or TSL Operation and TSL Quality Manager	All non- substantial change to a policy, process, or procedure
Policy and procedure review	Transfusion Service Medical Director	Annual
Proficiency Testing & Evaluation	Transfusion Service Medical Director	As received
Review of quality control records	Designated to TSL Operation and TSL Quality Manager, Medical Laboratory Scientist Lead and Medical Laboratory Scientist 2	Monthly

<b>Role</b>	<b>Designee</b>	<b>Frequency</b>
Equipment and Maintenance Records	Designated to TSL Operation and TSL Quality Manager, Medical Laboratory Scientist Lead and Medical Laboratory Scientist 2	Monthly

**SPECIMEN REQUIREMENTS:**

NA

**REAGENTS/SUPPLIES/EQUIPMENT:**

NA

**QUALITY CONTROL**

NA

**INSTRUCTIONS:**

NA

**CALCULATIONS/INTERPRETATIONS/RESULTS REPORTING/NORMAL VALUES/CRITICAL VALUES**

NA

**CALIBRATION:**

NA

**PROCEDURE NOTES AND LIMITATIONS:**

NA

**REFERENCES:**

CAP TRM Checklist

**RELATED DOCUMENTS:**

NA

**APPENDIX:**

NA

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<b>UWMC SOP Approval:</b>	
<b>UWMC CLIA Medical Director</b>	_____ Date _____
	Mark H. Wener, MD
<b>Transfusion Service Manager</b>	_____ Date _____
	Nina Sen
<b>Compliance Analyst</b>	_____ Date _____
	Christine Clark
<b>Transfusion Service Medical Director</b>	_____ Date _____
	Monica Pagano, MD
<b>UWMC Biennial Review:</b>	
_____	Date _____
_____	Date _____

