

UW Medicine <small>UNIVERSITY OF WASHINGTON MEDICAL CENTER</small>	Initial Training Checklist – Clinical Laboratory Technician	Transfusion Service Laboratory - Montlake University of Washington Medical Center 1959 NE Pacific Street, Seattle, WA 98195
Trainee Name:	Tech ID:	Start Date:
Trainer Name:	Tech ID:	

Section	Documents	Date Trained	Trainee	Trainer
Equipment Emergency Downtime	EQ-0001 Serologic Centrifuge Calibration			
	EQ-0002 Thermometer Calibration Verification			
	EQ-0003 Cell Washer Operation and Maintenance			
	EQ-0004 Heat Block Operation and Maintenance			
	EQ-0009 Ortho Vision Maintenance			
	EQ-0009 COBE 2991 Quarterly Function Check			
	EQ-0010 Rainin Pipet-Lite™ XLS Operation and Maintenance			
	(form) Bench Equipment Cleaning			
	(form) Thaw Bath & Heat Block QC			
	(form) Thermometer Calibration Worksheet			
	(form) COBE 2991 Quarterly Function Check			
	(form) Cell Washer & Scale QC Form			
	PC-0008 Massive Transfusion Protocol and OB Hemorrhage Activation			
	PC-0054 Emergency Release of Blood Products			
	(form) Crossmatch Downtime Worksheet			
(form) Type & Screen Downtime Worksheet				
Component Processing, Crossmatch, Inventory Management, Manual Testing	PC-0001 Blood Component Preparation			
	PC-0006 Electronic Crossmatch			
	PC-0007 Immediate Spin Crossmatch			
	PC-0066 HLA Selected Platelets: Selecting, Ordering, Assigning and Releasing			
	PC-0067 Selection of Plasma and Cryoprecipitate for Transfusion			
	PC-0068 Selection of Platelet Components			
	PC-0069 Selection of Red Blood Cell and Granulocyte Components for Transfusion			
	PC-0090 ABO/RH Discrepancy Resolution			
Documents & Records	PC-0020 ABO/Rh Manual Tube Method			
	PC-0057 Antibody Identification			
	PC-0021 Antibody Screen Testing			
	PC-0022 Antigen Typing of Red Cells			
	PC-0062 Cold Antibody Panel			
(form) Cold Panel Worksheet				

UW Medicine <small>UNIVERSITY OF WASHINGTON MEDICAL CENTER</small>	Initial Training Checklist – Clinical Laboratory Technician	Transfusion Service Laboratory - Montlake University of Washington Medical Center 1959 NE Pacific Street, Seattle, WA 98195
Trainee Name:	Tech ID:	Start Date:
Trainer Name:	Tech ID:	

Section	Documents	Date Trained	Trainee	Trainer
Downtime Manual Testing	PC-0023 DAT (Direct Antiglobulin Test) by Tube Method			
	PC-0024 EGA Treatment of Red Blood Cells			
	PC-0025 ELU-Kit II Acid Eluate			
	PC-0026 Fetal Maternal Hemorrhage RapiScreen and RhIG Evaluation			
	PC-0027 Grading Reactions			
	PC-0030 Labeling Tubes			
	PC-0031 LISS Indirect Antiglobulin Technique			
Emergency	PC-0032 PeG Indirect Antiglobulin Technique			
	PC-0033 Pre-Warm Technique			
	PC-0034 Quality Control for Manual Testing Reagents			
Inventory Management NW Campus	(form) Daily Manual Reagent QC Form			
	PC-0035 Saline Replacement			
	PC-0036 Testing & Provision of Hemoglobin S Negative Blood Products			
	PC-0037 Unit Type Confirmation using Tube Method			
	PC-0061 0.2M DTT (Dithiothreitol) Treatment of Red Cells			
	PC-0038 Weak D Manual Tube Testing Procedure			
	PC-0099 Reporting Patient Test Results and Verbal Provider Notification			
	(form) Phenotyping Worksheet			
	(form) Incompatible Blood Release Form			
	(form) Extended Work-up Form			
	EQ-0013 HaemoBank and BloodTrack Courier: Operation & Troubleshooting			
	PC-0078 Attaching Sunquest Transfusion Record to Blood Components at Northwest Campus			
Order & Specimen Processing	PC-0075 Batching and Transport of Transfusion Service Specimens			
	PC-0079 Blood Storage and Inventory Management at Northwest			
	PC-0080 Issuing Blood Components at Northwest Campus			
	PC-0084 Issuing Blood Components in a Blood Cooler at Northwest			
	PC-0082 LIS Downtime Blood Component Labeling			
	PC-0081 Massive Transfusion Protocol & Emergency Release of Blood Components at Northwest Campus			
	PC-0091 Ordering and Processing Red Blood Cells and Granulocytes at Northwest Campus			
	PC-0085 Ordering and Processing Plasma and Cryoprecipitate at Northwest Campus			

UW Medicine <small>UNIVERSITY OF WASHINGTON MEDICAL CENTER</small>	Initial Training Checklist – Clinical Laboratory Technician	Transfusion Service Laboratory - Montlake University of Washington Medical Center 1959 NE Pacific Street, Seattle, WA 98195
Trainee Name:	Tech ID:	Start Date:
Trainer Name:	Tech ID:	

Section	Documents	Date Trained	Trainee	Trainer
Sunquest	PC-0086 Ordering and Processing Platelet at Northwest Campus			
NW Campus	PC-0093 Providing Blood Components and Managing the Haemobank at Northwest Campus			
	PC-0090 Quarantine and Final Disposition of Blood Components at Northwest Campus			
Organization and Leadership	PC-0083 Receiving Blood Components from Montlake at Northwest Campus			
Supplier and Materials Management	PC-0089 Returning Blood Components to Montlake from Northwest Campus			
	PC-0088 Returning Issue Blood Components to Inventory at Northwest Campus			
	PC-0092 Transfusion Reaction Workflow at Northwest Campus			
	PC-0076 Transfusion Service Specimen and Test Order Receipt at Northwest Campus			

Verification of Training Completion

I have participated in each training checklist item, and I have read and understand the Standard Operating Procedures listed above. If I have any questions or concerns related to any of the procedures, I will discuss them with a supervisor prior to performing the procedure.

Employee Signature: _____

Date: _____

Trainer Signature: _____

Date: _____

UWMC Manager Signature: _____

Date: _____

UWMC TSL

Medical Director Signature: _____

Date: _____