|  |  |  |  |  |
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| **Section** | **Documents** | **Date Trained** | **Trainee** | **Trainer** |
| Equipment | EQ-0005 Helmer Plasma Thawer Operation and Maintenance |  |  |  |
| EQ-0006 Scale Operation and Maintenance: Entris 2202-1S Balance |  |  |  |
| EQ-0007 Sterile Welder Operation and Maintenance |  |  |  |
| EQ-0008 Tube Sealer Operation and Maintenance |  |  |  |
| EQ-0011 Equipment Preventative Maintenance Requirements |  |  |  |
| EQ-0012 Fluke Thermometer Operation |  |  |  |
| EQ-0016 Terumo TSCD II Sterile Welder Operation and Maintenance |  |  |  |
| EQ-0017 Helmer Platelet Incubator Operation and Maintenance |  |  |  |
| EQ-0018 Helmer Freezer Operation and Maintenance |  |  |  |
| (form) Refrigerated Centrifuge QC |  |  |  |
| (form) Irradiator Maintenance Log |  |  |  |
| (form) Irradiator Conditioning Log |  |  |  |
| (form) Irradiator Tablet Downtime Log |  |  |  |
| (form) Plasma Thawer Quarterly & Annual QC/Maintenance |  |  |  |
| (form) Blood Component Storage Temperatures |  |  |  |
| (form) Equipment CQ and PM Schedule |  |  |  |
| Component Processing | PC-0001 Blood Component Preparation |  |  |  |
| PC-0002 Combining Double Bagged Apheresis Platelets |  |  |  |
| PC-0003 Dividing Blood Components |  |  |  |
| PC-0004 Irradiating Blood Components |  |  |  |
| PC-0005 Washing RBC Components |  |  |  |
| PC-0053 Volume Reduced Platelets |  |  |  |
| PC-0059 Washing Platelet Components |  |  |  |
| PC-0094 Preparing RBCs for Intrauterine (IUT) and Neonatal Exchange Transfusions |  |  |  |
| Documents & Records | DR-0001 Exporting and Saving Irradiator Log |  |  |  |
| DR-0002 Curent Document Reference List |  |  |  |
| DR-0003 New and Revised Blood Bank Labels |  |  |  |
| (form) Approved Label Form |  |  |  |
| (form) ISBT 128 Label Form |  |  |  |
| **Section** | **Documents** | **Date Trained** | **Trainee** | **Trainer** |
| Downtime | PC-0009 Downtime Blood Component Labeling |  |  |  |
| PC-0101 Downtime Operations at Montlake Campus |  |  |  |
| (form) Component Prep Downtime Log |  |  |  |
| (form) Downtime Issue Log |  |  |  |
| (form) Downtime Transfer Log |  |  |  |
| (form) Downtime Irradiator Log |  |  |  |
| Appendix A Downtime Blood Component Labeling BCP E-codes |  |  |  |
| Emergency | PC-0008 Massive Transfusion Protocol and OB Hemorrhage Activation |  |  |  |
| PC-0047 Using TAG for Printing Transfusion Records |  |  |  |
| PC-0054 Emergency Release of Blood Products |  |  |  |
| Inventory Management | PC-0010 Attaching the Transfusion Record to Blood Components |  |  |  |
| PC-0011 Blood Storage and Inventory Management |  |  |  |
| PC-0012 Issuing Blood Components |  |  |  |
| PC-0013 Ordering Blood Components |  |  |  |
| PC-0098 Packing and Shipping Blood Components from Montlake |  |  |  |
| PC-0015 Quarantine and Final Disposition of Blood Components |  |  |  |
| PC-0016 Receiving Blood Products into Inventory |  |  |  |
| PC-0017 Returning Issued Blood Components to Inventory |  |  |  |
| PC-0018 Sunquest- Transferring Components Between Inventory Locations at UWMC |  |  |  |
| PC-0019 Visual Inspection of Blood Components |  |  |  |
| PC-0100 MaxPlus MTP Coolers Operation |  |  |  |
| (form) MaxPlus MTP Cooler Log |  |  |  |
| Order & Specimen Processing | PC-0039 Patient History Check |  |  |  |
| PC-0040 Specimen Acceptability and Receiving Test Orders |  |  |  |
| PC-0041 Specimen and Unit Segment Management |  |  |  |
| PC-0042 Sunquest- Canceling Orders and Correcting Results |  |  |  |
| PC-0043 Sunquest- Receiving Batched Specimens |  |  |  |
| PC-0097 Blood Component Order Receipt and Processing |  |  |  |
| (form) Cord Blood Log |  |  |  |
| **Section** | **Documents** | **Date Trained** | **Trainee** | **Trainer** |
| Sunquest | PC-0046 Sunquest: Responding to Quality Assurance Failures |  |  |  |
| Process Improvement | OM-0002 Occurrence Reporting |  |  |  |
| (form) Quality Improvement (QI) |  |  |  |
| Organization and Leadership | OR-0001 Quality Plan |  |  |  |
| Supplier and Materials Management | SS-0001 Critical Materials Inventory Management |  |  |  |
| (form) Critical Materials Inventory Log |  |  |  |
| (form) Inventory Reorder Card |  |  |  |
| (form) Package Insert Review Form |  |  |  |

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| **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:** |  |