## **Daily Shift Hand-off**

Day / Date

	Min/Crit Days		Evenings					Nights			
Staffing	Scheduled MLS:		7/6 TOTAL 5/4 MLS:			5/4			TOTAL 4/3		
Level	Scheduled	CLT:							MLS:		
*Notify Nina any time a call out		CLT:						CLT:			
will bring the		Staff Name / Time							Nina Notified (Time)		
staffing level to critical or below.	Call Outs										
Critical or Below:											
				1							
# of Unfilled FHCC Ord.	Platelets: Night->Day / Day->Eve RBCs: Night->Day / Day->Eve										
FHCC PLT Inventory						Rh Negative: Day / Eve / Night					
	Patient Name				Processing N				eeded	Confirmed	
FHCC RV & Washed Pending Confirmation					• RV •			•	Washed	Tech Code and Time	
					• RV			• Washed		Tech Code and Time	
			• RV			V	• Washed		Tech Code and Time		
Inventory (All Areas)	RBCs								Platelets		
				NEG:				Rh POS:			
	A POS: A NE			NEG:							
Time:	B POS:	B NEG:					Rh NEG:				
# of Short Dated Units	Platelet: Day / Ev	RBC: Day / Eve / Night				Other: Day / Eve / Night					
	Patient Name	Patient MRN				BC or Approved By LT? (MD & Time)					
MD Approval										-	
MD Approval for Rh Pos											
Components											
-											
Additional Sample Needed	Patient Name			Patient MRN				-	ested?	Received?	
									h Code	Tech Code	
									l Time h Code	and Time Tech Code	
Needed							and Time		and Time		
Equipment Issues:			•								
Other Issues:											
Staff Review Initials											