**Blood Bank Staff Meeting – 1/18/22**

1. **ARC blood shortage**
	1. 3rd shift to place allocation order
	2. No more option for medical release or any other supplemental orders.
	3. Irradiated blood will be included in daily allocation.
	4. Antigen negative units will NOT be included in daily allocation.
2. **EP packs**
	1. 4 RBCs
	2. 4 Plasma
	3. 1 Platelet
3. **Reagent QC for new lot in use**
	1. When new lot is placed in use, you MUST perform QC on vision **AND** on the bench.
4. **Panel QC**
	1. When new lot of panel is put in use, panel QC must be performed by the tech before using it for patient.
		1. Label the box with “QC’ed on XX/XX/XX”
		2. Submit the QC results to Lead Tech directly
5. **New shipment QC**
	1. Once QC performed, packing slip must be placed in Lead Tech’s office for review.
		1. DO NOT PUT IT BACK BY VISION.
6. **Blood Products on shelves**
	1. Arrange in vertical rows.
	2. Arrange by expiration dates.
7. **Pending Blood Orders**
	1. Each shift must check pending order bin; know the status
	2. Inquire 1x-2x within your shift depending on the case
	3. Inform following shift for each pending orders
8. **Blood Orders**
	1. Log them in upon receipt.
	2. When you check if patient has sample, log in the order.
	3. No product order should be placed in ANY bin (pending or completed) without being logged into Cerner.
9. **In presence of Anti-D**
	1. **2** C+c+ cells must be run to R/O Anti-C.
	2. **2** E+e+ cells must be run to R/O Anti-E.
	3. DO NOT Run Panel B when Anti-D is suspected.
10. **Performing select cells for patient with historical antibodies.**
	1. Vision has the capability to run select cells.
		1. If anyone needs assistance, see Lead Tech.
11. **Missing PPI comments for antibodies**
	1. Upon completion of antibody workup, PPI comments MUST be updated.
	2. PPI MUST also be updated for any pending workup when waiting for additional specimen and/or reference studies.