



Gena Anderson 5/10/16

SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	<i>ga</i>	Batch Modification	<i>ga</i>
Autologous Unit Delivery	<i>ga</i>	Pooling Units	<i>ga</i>
Individual Delivery	<i>ga</i>	Thawing Products	<i>ga</i>
Return Units	<i>ga</i>	Whole Blood Reconstitution (WBR) Pooling	<i>ga</i>
Transfer Units	<i>ga</i>	Confirming Thawed FFP	<i>ga</i>
Unit Recall	<i>ga</i>	Dividing Units	<i>ga</i>
Unit Delete	<i>ga</i>	WORKSHEETS	
Edit the Status of a Unit	<i>ga</i>	Clearing the Worksheet	<i>ga</i>
Adding an Antigen to a Unit	<i>ga</i>	Attaching to Worksheet	
Adding an Attribute to a Unit	<i>ga</i>		
Retypes Units	<i>ga</i>	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	<i>ga</i>
Resulting Type & Screen	<i>ga</i>	Quality Control – Open Reagents	<i>ga</i>
Single Result Entry	<i>ga</i>	Quality Control – Daily QC	<i>ga</i>
Worksheet Resulting	<i>ga</i>	Quality Control – Close Reagents	<i>ga</i>
ECHO Interface	<i>ga</i>	Delivery of Supplies and Open	<i>ga</i>
CROSSMATCHING UNITS			
Single Result Entry	<i>ga</i>		
Worksheet Resulting	<i>ga</i>		
ECHO Interface	<i>ga</i>		
Electronic Crossmatch	<i>ga</i>		
ISSUE UNITS			
Issue Unit	<i>ga</i>		
Emergency Issue	<i>ga</i>		
Issue of RX Products	<i>ga</i>		
PATIENT MODIFICATIONS			
Adding Special Messages	<i>ga</i>		
Adding an Instruction	<i>ga</i>		
Confirming an Instruction – 2 types	<i>ga</i>		
ANTIBODY WORKUP			
Positive Antibody Screen	<i>ga</i>		
Antibody Identification	<i>ga</i>		
Antigen Typing	<i>ga</i>		
Adding an Antibody to a Patient	<i>ga</i>		
TRANSFUSION REACTION	<i>ga</i>	Date: <i>5/10/16</i>	
		Trainee: <i>Gena Anderson</i>	
		Reviewed: <i>[Signature]</i>	

Jan Benson



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	JLB	Batch Modification	JLB
Autologous Unit Delivery	NOT WORKING	Pooling Units	JLB
Individual Delivery	JLB	Thawing Products	JLB
Return Units	JLB	Whole Blood Reconstitution (WBR) Pooling	JLB
Transfer Units	JLB	Confirming Thawed FFP	JLB
Unit Recall	JLB	Dividing Units	JLB
Unit Delete	JLB	WORKSHEETS	
Edit the Status of a Unit	JLB	Clearing the Worksheet	JLB
Adding an Antigen to a Unit	JLB	Attaching to Worksheet	JLB
Adding an Attribute to a Unit	JLB		
Retypes Units	JLB	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	JLB
Resulting Type & Screen	JLB	Quality Control – Open Reagents	JLB
Single Result Entry	JLB	Quality Control – Daily QC	JLB
Worksheet Resulting	JLB	Quality Control – Close Reagents	JLB
ECHO Interface	JLB	Delivery of Supplies and Open	JLB
CROSSMATCHING UNITS			
Single Result Entry	JLB		
Worksheet Resulting	JLB		
ECHO Interface	JLB		
Electronic Crossmatch	JLB		
ISSUE UNITS			
Issue Unit	JLB		
Emergency Issue	JLB		
Issue of RX Products	JLB		
PATIENT MODIFICATIONS			
Adding Special Messages	JLB		
Adding an Instruction	JLB		
Confirming an Instruction – 2 types	JLB		
ANTIBODY WORKUP			
Positive Antibody Screen	JLB		
Antibody Identification	JLB		
Antigen Typing	JLB		
Adding an Antibody to a Patient	JLB		
TRANSFUSION REACTION	JLB	Date: 5/16/16	
		Trainee:	
		Reviewed:	



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	BLO	Batch Modification	BLO
Autologous Unit Delivery	BLO	Pooling Units	BLO
Individual Delivery	BLO	Thawing Products	BLO
Return Units	BLO	Whole Blood Reconstitution (WBR) Pooling	BLO
Transfer Units	BLO	Confirming Thawed FFP	BLO
Unit Recall	BLO	Dividing Units	BLO
Unit Delete	BLO	WORKSHEETS	
Edit the Status of a Unit	BLO	Clearing the Worksheet	BLO
Adding an Antigen to a Unit	BLO	Attaching to Worksheet	BLO
Adding an Attribute to a Unit	BLO		
Retypes Units	BLO	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	BLO
Resulting Type & Screen	BLO	Quality Control – Open Reagents	BLO
Single Result Entry	BLO	Quality Control – Daily QC	BLO
Worksheet Resulting	BLO	Quality Control – Close Reagents	BLO
ECHO Interface	BLO	Delivery of Supplies and Open	BLO
CROSSMATCHING UNITS			
Single Result Entry	BLO		
Worksheet Resulting	BLO		
ECHO Interface	BLO		
Electronic Crossmatch	BLO		
ISSUE UNITS			
Issue Unit	BLO		
Emergency Issue	BLO		
Issue of RX Products	BLO		
PATIENT MODIFICATIONS			
Adding Special Messages	BLO		
Adding an Instruction	BLO		
Confirming an Instruction – 2 types	BLO		
ANTIBODY WORKUP			
Positive Antibody Screen	BLO		
Antibody Identification	BLO		
Antigen Typing	BLO		
Adding an Antibody to a Patient	BLO		
TRANSFUSION REACTION	BLO	Date: <u>5-18-16</u>	
		Trainee: <u>BreAnna Greer</u>	
		Reviewed: <u>Beth Hennessy</u>	



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	bh	Batch Modification	bh
Autologous Unit Delivery	bh	Pooling Units	bh
Individual Delivery	bh	Thawing Products	bh
Return Units	bh	Whole Blood Reconstitution (WBR) Pooling	bh
Transfer Units	bh	Confirming Thawed FFP ? <i>don't confirm plasma</i>	bh
Unit Recall	bh	Dividing Units	bh
Unit Delete	bh	WORKSHEETS	
Edit the Status of a Unit	bh	Clearing the Worksheet	bh
Adding an Antigen to a Unit	bh	Attaching to Worksheet	bh
Adding an Attribute to a Unit	bh		
Retypes Units	bh	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	bh
Resulting Type & Screen	bh	Quality Control – Open Reagents	bh
Single Result Entry	bh	Quality Control – Daily QC	bh
Worksheet Resulting	bh	Quality Control – Close Reagents	bh
ECHO Interface	bh	Delivery of Supplies and Open	bh
CROSSMATCHING UNITS			
Single Result Entry	bh		
Worksheet Resulting	bh		
ECHO Interface	bh		
Electronic Crossmatch	bh		
ISSUE UNITS			
Issue Unit	bh		
Emergency Issue	bh		
Issue of RX Products	bh		
PATIENT MODIFICATIONS			
Adding Special Messages	bh		
Adding an Instruction	bh		
Confirming an Instruction -- 2 types	bh		
ANTIBODY WORKUP			
Positive Antibody Screen	bh		
Antibody Identification	bh		
Antigen Typing	bh		
Adding an Antibody to a Patient	bh		
TRANSFUSION REACTION	bh	Date: <u>5/16/16</u>	
		Trainee: <u>Beth Hennessy</u>	
		Reviewed: <u>R. Williams</u>	



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	nl	Batch Modification	nl
Autologous Unit Delivery	nl	Pooling Units	nl
Individual Delivery	nl	Thawing Products	nl
Return Units	nl	Whole Blood Reconstitution (WBR) Pooling	nl
Transfer Units	nl	Confirming Thawed FFP	nl
Unit Recall	nl	Dividing Units	nl
Unit Delete	nl	WORKSHEETS	
Edit the Status of a Unit	nl	Clearing the Worksheet	nl
Adding an Antigen to a Unit	nl	Attaching to Worksheet	nl
Adding an Attribute to a Unit	nl		
Retypes Units	nl	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	nl
Resulting Type & Screen	nl	Quality Control – Open Reagents	nl
Single Result Entry	nl	Quality Control – Daily QC	nl
Worksheet Resulting	nl	Quality Control – Close Reagents	nl
ECHO Interface	nl	Delivery of Supplies and Open	nl
CROSSMATCHING UNITS			
Single Result Entry	nl		
Worksheet Resulting	nl		
ECHO Interface	nl		
Electronic Crossmatch	nl		
ISSUE UNITS			
Issue Unit	nl		
Emergency Issue	nl		
Issue of RX Products	nl		
PATIENT MODIFICATIONS			
Adding Special Messages	nl		
Adding an Instruction	nl		
Confirming an Instruction – 2 types	nl		
ANTIBODY WORKUP			
Positive Antibody Screen	nl		
Antibody Identification	nl		
Antigen Typing	nl		
Adding an Antibody to a Patient	nl		
TRANSFUSION REACTION	nl	Date: <u>5/10/14</u>	
		Trainee: <u>Dany Geron</u>	
		Reviewed: <u>Beth Hennessy</u>	



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	om	Batch Modification	om
Autologous Unit Delivery	om	Pooling Units - read policy	om om
Individual Delivery	om	Thawing Products	om
Return Units	om	Whole Blood Reconstitution (WBR) Pooling	read policy om
Transfer Units	om	Confirming Thawed FFP	om
Unit Recall	om	Dividing Units	om
Unit Delete	om	WORKSHEETS	
Edit the Status of a Unit	om	Clearing the Worksheet	om
Adding an Antigen to a Unit	om	Attaching to Worksheet	om
Adding an Attribute to a Unit	om		
Retypes Units	om	QUALITY CONTROL	
ORDER ENTRY		Quality Control - Register Reagents	om
Resulting Type & Screen	om	Quality Control - Open Reagents	om
Single Result Entry	om	Quality Control - Daily QC	om
Worksheet Resulting	om	Quality Control - Close Reagents	om
ECHO Interface	om	Delivery of Supplies and Open	om
CROSSMATCHING UNITS			
Single Result Entry	om		
Worksheet Resulting	om		
ECHO Interface	om		
Electronic Crossmatch	om		
ISSUE UNITS			
Issue Unit	om		
Emergency Issue	om		
Issue of RX Products - Rhogam	om		
PATIENT MODIFICATIONS			
Adding Special Messages	om		
Adding an Instruction	om		
Confirming an Instruction - 2 types	om		
ANTIBODY WORKUP			
Positive Antibody Screen	om		
Antibody Identification	om		
Antigen Typing	om		
Adding an Antibody to a Patient	om		
TRANSFUSION REACTION - Read policy	om	Date: 5/16/16	
		Trainee: OFELIA MIGUEL	
		Reviewed: Beth Hennessy	



Dines Patel

SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	DP	Batch Modification	DP
Autologous Unit Delivery	NA	Pooling Units	DP
Individual Delivery	DP	Thawing Products	DP
Return Units	DP	Whole Blood Reconstitution (WBR) Pooling	
Transfer Units	NA	Confirming Thawed FFP	} having done yet??
Unit Recall	NA	Dividing Units	
Unit Delete	NA	WORKSHEETS	
Edit the Status of a Unit	DP	Clearing the Worksheet	DP
Adding an Antigen to a Unit	DP	Attaching to Worksheet	
Adding an Attribute to a Unit	DP		
Retypes Units	DP	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	NA
Resulting Type & Screen	DP	Quality Control – Open Reagents	DP
Single Result Entry	DP	Quality Control – Daily QC	DP
Worksheet Resulting	DP	Quality Control – Close Reagents	DP
ECHO Interface	DP	Delivery of Supplies and Open	NA
CROSSMATCHING UNITS			
Single Result Entry	DP		
Worksheet Resulting	DP		
ECHO Interface	DP		
Electronic Crossmatch	DP		
ISSUE UNITS			
Issue Unit	DP		
Emergency Issue	DP		
Issue of RX Products	DP		
PATIENT MODIFICATIONS			
Adding Special Messages	DP		
Adding an Instruction	DP		
Confirming an Instruction – 2 types			
ANTIBODY WORKUP			
Positive Antibody Screen	DP		
Antibody Identification	DP		
Antigen Typing	DP		
Adding an Antibody to a Patient	DP		
TRANSFUSION REACTION		Date: 5-10-16	
having done yet??		Trainee: Dines Patel	
		Reviewed:	



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	EAR	Batch Modification	EAR
Autologous Unit Delivery		Pooling Units	EAR
Individual Delivery	EAR	Thawing Products	EAR
Return Units	EAR	Whole Blood Reconstitution (WBR) Pooling	EAR
Transfer Units	EAR	Confirming Thawed FFP	EAR
Unit Recall	EAR	Dividing Units	
Unit Delete	EAR	WORKSHEETS	
Edit the Status of a Unit	EAR	Clearing the Worksheet	EAR
Adding an Antigen to a Unit	EAR	Attaching to Worksheet	
Adding an Attribute to a Unit	EAR		
Retypes Units	EAR	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	EAR
Resulting Type & Screen	EAR	Quality Control – Open Reagents	EAR
Single Result Entry	EAR	Quality Control – Daily QC	EAR
Worksheet Resulting	EAR	Quality Control – Close Reagents	EAR
ECHO Interface	EAR	Delivery of Supplies and Open	EAR
CROSSMATCHING UNITS			
Single Result Entry	EAR		
Worksheet Resulting	EAR		
ECHO Interface	EAR		
Electronic Crossmatch	EAR		
ISSUE UNITS			
Issue Unit	EAR		
Emergency Issue	EAR		
Issue of RX Products	EAR		
PATIENT MODIFICATIONS			
Adding Special Messages	EAR		
Adding an Instruction	EAR		
Confirming an Instruction – 2 types	EAR		
ANTIBODY WORKUP			
Positive Antibody Screen	EAR		
Antibody Identification	EAR		
Antigen Typing	EAR		
Adding an Antibody to a Patient	EAR		
TRANSFUSION REACTION	EAR	Date: 5/25/16	
		Trainee: [Signature]	
		Reviewed: Beth Hennessy	

Fast proceed

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*

* read proc

review procedure



SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	B	Batch Modification	B
Autologous Unit Delivery	B	Pooling Units	B
Individual Delivery	B	Thawing Products	
Return Units	B	Whole Blood Reconstitution (WBR) Pooling	B
Transfer Units		Confirming Thawed FFP	B
Unit Recall	B	Dividing Units	B
Unit Delete	B	WORKSHEETS	
Edit the Status of a Unit	B	Clearing the Worksheet	
Adding an Antigen to a Unit	B	Attaching to Worksheet	
Adding an Attribute to a Unit	B		
Retypes Units	B	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	B
Resulting Type & Screen	B	Quality Control – Open Reagents	B
Single Result Entry	B	Quality Control – Daily QC	B
Worksheet Resulting	B	Quality Control – Close Reagents	B
ECHO Interface	B	Delivery of Supplies and Open	B
CROSSMATCHING UNITS			
Single Result Entry	B		
Worksheet Resulting	B		
ECHO Interface	B		
Electronic Crossmatch	B		
ISSUE UNITS			
Issue Unit	B		
Emergency Issue	B		
Issue of RX Products	B		
PATIENT MODIFICATIONS			
Adding Special Messages	B		
Adding an Instruction	B		
Confirming an Instruction – 2 types	B		
ANTIBODY WORKUP			
Positive Antibody Screen	B		
Antibody Identification	B		
Antigen Typing	B		
Adding an Antibody to a Patient	B		
TRANSFUSION REACTION		Date: 5/25/16	
		Trainee: Paul St John	
		Reviewed: [Signature]	

Jandy Johnson

SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	07	Batch Modification	07
Autologous Unit Delivery		Pooling Units	NA
Individual Delivery	07	Thawing Products	07
Return Units	07	Whole Blood Reconstitution (WBR) Pooling	NA
Transfer Units	07	Confirming Thawed FFP	07
Unit Recall	07	Dividing Units	None
Unit Delete	07	WORKSHEETS	
Edit the Status of a Unit	07	Clearing the Worksheet	07
Adding an Antigen to a Unit	07	Attaching to Worksheet	07
Adding an Attribute to a Unit	07		
Retypes Units	07	QUALITY CONTROL	
ORDER ENTRY		Quality Control – Register Reagents	07
Resulting Type & Screen	07	Quality Control – Open Reagents	07
Single Result Entry	07	Quality Control – Daily QC	07
Worksheet Resulting	07	Quality Control – Close Reagents	07
ECHO Interface	07	Delivery of Supplies and Open	07
CROSSMATCHING UNITS			
Single Result Entry	07		
Worksheet Resulting	07	<i>still need procedure manual for some we don't do that often</i>	
ECHO Interface	07		
Electronic Crossmatch	07		
ISSUE UNITS			
Issue Unit	07		
Emergency Issue	07		
Issue of RX Products	07		
PATIENT MODIFICATIONS			
Adding Special Messages	07		
Adding an Instruction	07		
Confirming an Instruction – 2 types	07		
ANTIBODY WORKUP			
Positive Antibody Screen	07		
Antibody Identification	07		
Antigen Typing	07		
Adding an Antibody to a Patient	07		
TRANSFUSION REACTION	M	Date: <u>5/23/16</u>	
		Trainee: <u>M</u>	
		Reviewed: <u>[Signature]</u>	



Megan Wood

SOFT 6-MONTH BLOOD BANK CHECKLIST

Topic	Initials	Topic	Initials
UNITS		UNITS MODIFICATION	
Batch Delivery	<i>P</i>	Batch Modification	<i>P</i>
Autologous Unit Delivery	<i>P</i>	Pooling Units	<i>P</i>
Individual Delivery	<i>P</i>	Thawing Products	<i>P</i>
Return Units	<i>P</i>	Whole Blood Reconstitution (WBR) Pooling	<i>P</i>
Transfer Units	<i>P</i>	Confirming Thawed FFP	<i>P</i>
Unit Recall	<i>P N/A</i>	Dividing Units	<i>P</i>
Unit Delete	<i>P</i>	WORKSHEETS	
Edit the Status of a Unit	<i>P</i>	Clearing the Worksheet	<i>P</i>
Adding an Antigen to a Unit	<i>P</i>	Attaching to Worksheet	<i>P</i>
Adding an Attribute to a Unit	<i>P</i>		
Retypes Units	<i>P</i>	QUALITY CONTROL	
ORDER ENTRY		Quality Control - Register Reagents	<i>P</i>
Resulting Type & Screen	<i>P</i>	Quality Control - Open Reagents	<i>P</i>
Single Result Entry	<i>P</i>	Quality Control - Daily QC	<i>P</i>
Worksheet Resulting	<i>P</i>	Quality Control - Close Reagents	<i>P</i>
ECHO Interface	<i>P</i>	Delivery of Supplies and Open	<i>N/A</i>
CROSSMATCHING UNITS			
Single Result Entry	<i>P</i>		
Worksheet Resulting	<i>P</i>		
ECHO Interface	<i>P</i>		
Electronic Crossmatch	<i>P</i>		
ISSUE UNITS			
Issue Unit	<i>P</i>		
Emergency Issue	<i>P</i>		
Issue of RX Products	<i>P</i>		
PATIENT MODIFICATIONS			
Adding Special Messages	<i>P</i>		
Adding an Instruction	<i>P</i>		
Confirming an Instruction - 2 types	<i>P</i>		
ANTIBODY WORKUP			
Positive Antibody Screen	<i>P</i>		
Antibody Identification	<i>P</i>		
Antigen Typing	<i>P</i>		
Adding an Antibody to a Patient	<i>P</i>		
TRANSFUSION REACTION	<i>P</i>	Date: <u>5/9/16</u>	
		Trainee: <u>Megan Wood</u>	
		Reviewed: <u>Beth Hennessy</u>	