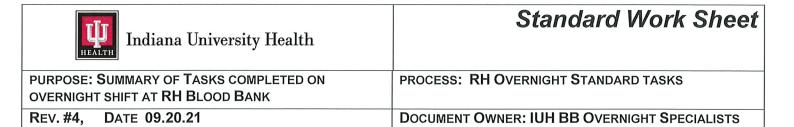


Step	Description:	Key Point / Image / Reason	Who	Time
Note:	This may be used as a guide for the workload to be con	npleted routinely on the Overnigh	t Shift at RH Blood	Bank
1	Check crossmatch shelf a) Remove all xm'd blood at midnight EXCEPT 1) Units set up in the previous shift. 2) Antigen negative units b) Remove antigen negative units when the XM expires. Place the units back into the antigen negative shelf. c) Remove blood from surgery patients after the surgery is completed.	Place the units back into inventory.	IUH Overnight Specialists	NA
2	Check the ultrafresh/fresh shelf and take down blood that is greater than seven days old	Place the units back into inventory.	IUH Overnight Specialists	NA
3	Complete the conditioning for the RS3400.	 Document the completion of the task per the SOP. This is done once per shift. 	IUH Overnight Specialists	NA
4	File all paperwork from the previous day.	Once all paperwork is received from MH and UH, from the previous day and place in designated tray Bundle the daily requisitions with a rubberband and add a coversheet with the date. Store the daily requisitions in the designated box.	IUH Overnight Specialists	NA
5	Update the "28 Days Ago" Sign	Daily update the board with the current date and the date which was 28 days ago. This will allow the team to know quickly the date of 28 days ago for ABID and provision of blood for patient with antibodies.	IUH Overnight Specialists	NA



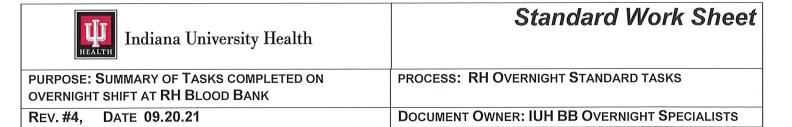
Step	Description:	Key Point / Image / Reason	Who	Time
6	Box inventory and send	Prepare box if satellite inventory was greater than 15 units LPC (OR) If no box, one should tube the blood.	IUH Overnight Specialists	NA
		If less than 15 units, then tube the LPC.		
		Prepare box for frozen products using an ARC or IBC box.		
		 Limits on Packing Boxes 30 RBC in a box with two bags of wet ice 12-18 FFP in a Dry Ice box with enough dry ice in a bag to cover the products 12-20 Pooled Cryo in a Dry Ice Box with enough dry ice in a bag to cover the products 		
		Monday-Friday: This box may be picked up by the IUH daily courier for delivery to blood banks.		
		Saturday and Sunday: Call Customer Service for pick up at 317-491-6000. There are no routine pick up of boxes on Saturday and Sunday.		

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT RH BLOOD BANK	PROCESS: RH OVERNIGHT STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
7	Evaluate and count the inventory	 Evaluate: Every Day Remove all expired units and discard in final disposition per applicable process. If, group AB unit is expired then request credit in BloodHub ARC (see separate standard work) Visually verify the RBC, TP, and frozen products are at minimum based on the RH Daily Inventory Sheet. When evaluating inventory, if any product types are at or below the minimum then consult the Standing Order to see what is expected that business day. Order products if the Standing order product volume will not bring inventory back to normal levels based on the RH Daily Inventory Sheet. Order for STAT delivery by using BloodHub or call Versiti Indiana (317)916-5279 If due to workload we are unable to count the inventory, then at a minimum the evaluation step listed above should be completed every day. Alternately, the inventory may be completed by Day Shift. 	IUH Overnight Specialists	NA

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT RH BLOOD BANK	PROCESS: RH OVERNIGHT STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
8	Prepare and distribute the Short Date Inventory Sheet	After receiving the completed Short Date Inventory sheets from MH and UH, combine the information for all the locations to one sheet and add short date products from the RHBB inventory. Make 3 copies with the original sheet and distribute these to the satellites and post at RHBB. - 1 copy to UHBB - 1 copy to MHBB - 2 posted copies for RHBB		
9	Verify plasma is thawed for any up-coming plasma exchanges	Check to make sure that there is not a plasmapheresis to be set up. If so make sure to thaw the number of units requested on the sheet, or pull older, compatible, and pool-able units from the satellites.	IUH Overnight Specialists	NA
10	Tube Management	 Pull all samples from the oldest rack and discard Organize the samples from the previous day and place the rack in the fridge after all specimens are received from the satellites. 	IUH Overnight Specialists	NA



Step	Description:	Key Point / Image / Reason	Who	Time
11	Specimen management of Antibody Positive/Molecular samples ** See separate Standard Work for Sample Management.**	On Monday nights: UH and MH will send positive/Molecular specimens to RH. If samples are not received, then contact UH and MH to forward the samples. Place the samples in the designated rack for Antibody Positive/Molecular samples at RHBB.	IUH Overnight Specialists	Monday Nights
12	QC	Complete quality control assigned for the month. May be tested in any order or timing, but a suggested schedule time: Vision – Before 0400 Echo 1—0400 Echo 2—0500 NEO—0530	IUH Overnight Specialists	NA
13	Daily Workload	At the beginning of the shift - Check to see if evenings has any workflow that you can assist with. Complete work as it comes in. STAT work 1st Routine work may be completed, or if necessary, left to be tested the next shift.	IUH Overnight Specialists	NA

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT RH BLOOD BANK	PROCESS: RH OVERNIGHT STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

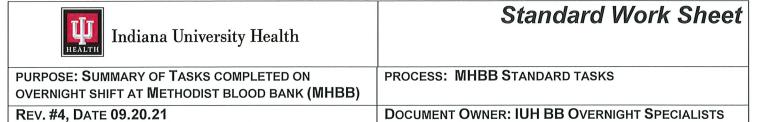
Step	Description:	Key Point / Image / Reason	Who	Time
14	Prepare outreach or OR coolers	Outreach If need for morning courier pick up before 07:30, then prepare a cooler and arrange for courier pickup for delivery to outreach customers.	IUH Overnight Specialists	Set up by 6am
		Riley OR Set up coolers for patients on the Surgery Schedule for that day.		
		If the patient is not on the surgery schedule, then place the order back in the Component Order expandable.		
		Set up patients who are on the schedule for 730am, and leave all other orders for Day Shift to send the cooler when needed.		
		Person arrives to pick up coolers for early morning surgeries about 6am.		
15	Rotate and discard the retention segments.	Rotate and discard segments on a routine basis. Each segment container should have <12 days (11 days) of segments. The date range is on each bin. Discard and rotate the segment containers only	IUH Overnight Specialists	NA
16	Completion of Pre-surgical Management	when needed. Print the Riley Surgery	IUH Overnight	Should be
		Schedule and review per applicable Standard Work.	Specialists	completed no later than 3am M-F.

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT RH BLOOD BANK	PROCESS: RH OVERNIGHT STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
17	Meal Breaks	Meal breaks should be taken between 2am and 6am. If after 630am, then one may request a no-lunch or document the reason for a meal worked to the supervisor or designee. Refer to the HR policy for the IUH AHC Blood Bank in	IUH Overnight Specialists	2am to 6am
18	Manage the Dispense Slip box	PolicyStat for more details. When the dispense slip box is full, then take the full box to the Administrative Storage Room at RH. Label the box with the date range of slips in the box. Obtain a replacement box from the Administrative Storage Room at RHBB.	IUH Overnight Specialists	When the box is full
19	Manage the Daily Requisition Boxes	When the daily requisition box is full, label the box, using tape and a sharpie, with the date range in the box. Take the full, labelled box to the Administrative Storage Room at RH. We maintain 3 months of requisitions. Remove any boxes >3 months old. Return the box to the lab and empty the box into the ShredIt container in the lab.	IUH Overnight Specialists	When the box is full

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT RH BLOOD BANK	PROCESS: RH OVERNIGHT STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
		requisitions in the lab. One may use a previously used box or prepare a new box.		



Step	Description:	Key Point / Image / Reason	Who	Time
Note:				
1	Specimen management of Antibody Positive/Molecular samples ** See separate Standard Work for Sample Management.**	Send antibody positive/ Molecular specimens from MH to RH on a weekly basis. See Sample Management Standard Work.	MH BB Overnight Team	Monday Night/ Tuesday
2	Take down surgery and crossmatches from assigned shelf	1. Surgery blood to be taken down a) MPACU b) Methodist MORC c) Methodist MASMT d) Methodist ER blood is taken down if set up greater than 48 hrs 2. Remove blood on all patients that has a crossmatch, EXCEPT a) Blood crossmatched in the previous shift b) Blood for patients with antibodies. Maintain the antigen negative units until the T and S expires. Forward antigen negative units to RH to hold for a new T and S on the patient OR once released from the patient these may be used for another patient.	MH BB Overnight Team	NA
3	Check pediatric packed cell outdate	Verify that the pedi packed cell is available. Unit should be less than 14 days old.	MH BB Overnight Team	NA

	Indiana University Health	Standard Work Sheet	
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT METHODIST BLOOD BANK (MHBB)		PROCESS: MHBB STANDARD TASKS	
	Rev. #4. Date 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS	

Step	Description:	Key Point / Image / Reason	Who	Time
4	Verify the units for MEMER and Methodist OR are in-date and do not need to be replaced.	Review the current "pink" emergency forms. If any of the MEMER or Methodist OR need to be replaced, based on the outdate or replace date, then retrieve the units and replace. If the dates are acceptable, then make no changes to these units.	MH BB Overnight Team	NA



Standard Work Sheet

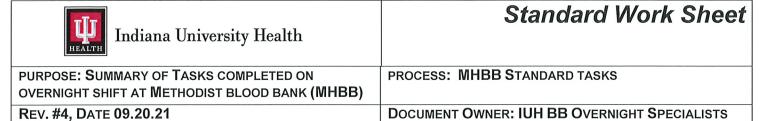
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT METHODIST BLOOD BANK (MHBB)

PROCESS: MHBB STANDARD TASKS

REV. #4, DATE 09.20.21

DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	K	ey Point / Image / Reason	Who	Time
5	Releasing Blood/Counting Inventory	a.	Sort all blood units into respective ABORH types and then sort by expiration date	MH BB Overnight Team	NA
		b.	Return units to their respective shelf in the correct expiration date order		
		C.	After the surgery schedule is complete AND all the blood that was taken down is in the refrigerator then count the units and fill out the green inventory sheet. Make note of any short dated products that are <3 days until expiration on the Short Dated Inventory sheet (found behind green sheet on clipboard).		
		d.	After all the blood has been counted on green inventory sheet, write down what needs to be ordered in the box next to the current count based on the suggested minimum inventory (number following ABORH on green sheet). RBC and TP, maintain shelf volumes indicated on form and order when minimum is reached. Frozen Plasma or Cryo, maintain shelf volumes indicated on form and order when minimum is reached. Platelets, maintain 7 platelets and order when down to 5 platelets to re-stock		



Step	Description:	Key Point / Image / Reason Who	Time
6	File/Send all paperwork to RH	a. File the paperwork that was done from the previous day and all paperwork pulled from surgeries in the alphabetical accordion file. MH BB Overnight Team	NA
		b. Keep an eye out for any platelet orders that need credit IRR that were missed.	
		c. Make sure to remove paperwork that says voided, cancelled, discontinued and set aside to be sent as a group.	
		d. Send the unsigned dispense forms that may have been filed from previous shifts to RH.	
		e. Send all paperwork to RH ** It is advisable to use an interoffice envelope to ensure the paperwork is not lost** ++ Alternately, one may scan the QC to ensure it is not lost++	
		 Completed paperwork from previous day All signed delivery slips All discontinued, voided, cancelled sheets All Credit IRR sheets Signed transfusion slips Cooler Sign Out sheet from previous day 	



Standard Work Sheet

PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT METHODIST BLOOD BANK (MHBB)

PROCESS: MHBB STANDARD TASKS

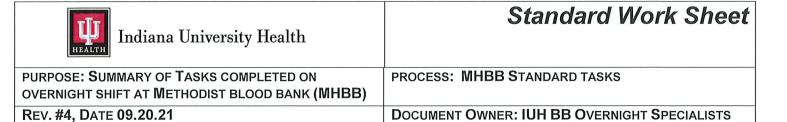
REV. #4, DATE 09.20.21

DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

a. Print surgery schedule in report builder by choosing location (Methodist) Be sure the date is the correct one. b. After report is printed go through each patient in Patient Product Inquiry. Record if patient has a current type and screen, available xmatched units, Presurgical/90 day disclaimer on file, Antibodies, etc. c. Next pull the Cerner paperwork for the date being processed from the back of the alphabetical file. Separate these surgery blood orders alphabetically. d. Using the surgery schedule, as needed, move blood in the fridge from Next day surgery/auto & DD shelf to corresponding alphabetical shelf. e. Using the surgery schedule, document the patients with presurgical samples on a half sheet of paper. f. Send half sheet of paper to
UH that has any missing units that need to be sent over to satellite, any patient that has antibodies ask if any units are reserved, missing Presurgical



Step	Description:	Key Point / Image / Reason	Who	Time
7	Surgery Schedule (continued)	g. Make three copies of the surgery schedule, and send a copy to the following tube locations - 131 - 222 - 225, Core 5		
		Only Core 5 will verify what patients are going that day by calling the BB or sending the surgery schedule back, documenting the information.		
		This information is then used to prepare the Coolers for Surgery for the Day.		
8	Prepared Surgery Coolers, as needed.	Prepare the coolers for the morning surgeries based on the surgery schedule.		
9	TEG	Complete all required QC and patient testing.	MH BB Overnight Team	NA
10	QC	Complete the QC which is assigned monthly. ** It is advisable to send QC documents back to RHBB on a routine schedule using an interoffice envelope to ensure safe delivery from MH to RH.	MH BB Overnight Team	NA
11	Testing Workload	Complete work as it comes in. STAT work 1st Routine work may be completed, or if necessary, left to be tested the next shift.	MH BB Overnight Team	NA
12	Massive Transfusion Protocol	Work as a team to respond to any MTP requests from clinical staff. Replace the emergency cells for requesting departments.	MH BB Overnight Team	NA



Step	Description:	Key Point / Image / Reason	Who	Time
13	Meal Breaks	Meal breaks should be taken between 2am and 6am.	IUH Overnight Specialists	2am to 6am
		If after 630am, then one may request a no-lunch or document the reason for a meal worked to the supervisor or designee.		
		Refer to the HR policy for the IUH AHC Blood Bank in PolicyStat for more details.		
14	Update the "28 Days Ago" Sign	Daily update the board with the current date and the date which was 28 days ago.	IUH Overnight Specialists	NA
		This will allow the team to know quickly the date of 28 days ago for ABID and provision of blood for patient with antibodies.		

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT UNIVERSITY BLOOD BANK	PROCESS: UHBB STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

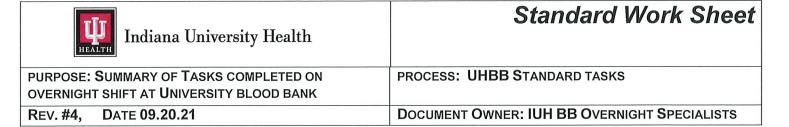
Step	Description:	Key Point / Image / Reason	Who	Time
Note:		L		
1	Specimen management of Antibody Positive/Molecular samples ** See separate Standard Work for Sample Management.**	Send antibody positive/Molecular specimens from MH to RH on a weekly basis. See Sample Management Standard Work.	MH BB Overnight Team	Monday Night/ Tuesday
2	Take down crossmatches from assigned shelf	Take blood down on ALL patients EXCEPT 1) Blood set up the previous shift 2) Those with antibodies/antigen matched units. Take down antigen matched units when the T and S	UHBB Overnight Team	NA
		expires. Forwarded the antigen negative units to RH to hold for a new T and S on the patient OR once released from the patient these may be used for another patient.		
3	Update the "28 Days Ago" Sign	Daily update the board with the current date and the date which was 28 days ago. This will allow the team to know quickly the date of 28 days ago for ABID and provision of blood for patient with antibodies.	IUH Overnight Specialists	NA

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT UNIVERSITY BLOOD BANK	PROCESS: UHBB STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Ke	ey Point / Image / Reason	Who	Time
4	Releasing blood/Counting inventory	a.	Sort all blood into respective ABORH types and then sort by expiration date	UHBB Overnight Team	NA
		b.	After all the blood that was taken down is in the refrigerator count the units and fill out the blue inventory sheet. While counting make note of any short dated products that are <3 days until expiration on the short dated inventory sheet (found behind blue sheet on clipboard).		
		C.	After all the blood has been counted on blue inventory sheet, write down what needs to be ordered in the box next to the current count based on the suggested minimum inventory (number following ABORH on blue sheet). RBC and TP, maintain shelf volumes indicated on form and order when minimum is reached. Frozen Plasma or Cryo, maintain shelf volumes indicated on form and order when minimum is reached. Platelets, maintain 4 platelets and order when down to 2 Platelets		
5	File/Send all paperwork to RHBB	a.	File all the paperwork that was done from the previous day and all paperwork pulled from surgeries in the accordion	UHBB Overnight Team	NA

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT UNIVERSITY BLOOD BANK	PROCESS: UHBB STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

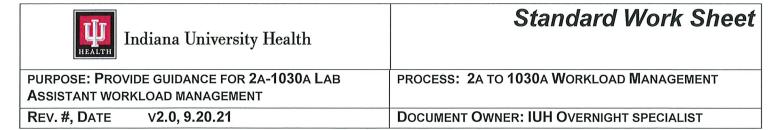
Step	Description:	Key Point / Image / Reason	Who	Time
		b. Make sure to remove paperwork that says voided, cancelled, discontinued and set aside to be sent as a group c. Send the unsigned dispense forms that may have been filed from previous shifts to RH d. Send all paperwork to RHBB ** It is advisable to send documents using an interoffice envelope to ensure safe delivery from UH to RH. ++ Alternately one can scan the QC or inventory sheets to make sure these do not get lost. 1. Completed paperwork from previous day 2. All signed delivery slips 3. All discontinued, voided, cancelled sheets 4. All Credit IRR sheets 5. Signed transfusion slips 6. Blue inventory sheet from previous day 7. Completed Cooler Log		
6	Surgery Schedule	 a. Print surgery schedule in report builder by choosing location . b. After report is printed go through each patient in Patient Product Inquiry. Record if patient has a current type and screen, available xmatched units, Presurgical/90 day disclaimer on file, Antibodies, etc. 	UHBB Overnight Team	NA



Step	Description:	Key Point / Image / Reason	Who	Time
6	Surgery Schedule (continued)	c. Next pull the Cerner paperwork for the date being processed from the back of the alphabetical file. Separate these surgery blood orders alphabetically.		
		d. Using the surgery schedule, as needed, move blood in the fridge from Next day surgery/auto & DD shelf to corresponding alphabetical shelf.		
		e. Using the surgery schedule, as needed, document the patients with presurgical samples on a half sheet of paper.		
7	Pre-surgical testing	Documentation will be received from RH and MH to complete the Pre-Surgical Process.	UHBB Overnight Team	NA
		Refer to the Pre-Surgical Standard Work and SOP to complete M-F.		
8	QC	Complete the QC which is assigned monthly. ** It is advisable to send QC documents back to RHBB on a routine schedule using an interoffice envelope to ensure safe delivery from UH to RH. ** One may also scan the document and save it to ensure that the document is not misplaced.	UHBB Overnight Team	NA

Indiana University Health	Standard Work Sheet
PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT UNIVERSITY BLOOD BANK	PROCESS: UHBB STANDARD TASKS
REV. #4, DATE 09.20.21	DOCUMENT OWNER: IUH BB OVERNIGHT SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
9	Testing Workload	Complete work as it comes in. STAT work 1st Routine work may be completed, or if necessary, left to be tested the next shift	UHBB Overnight Team	NA
10	Massive Transfusion Protocol or Liver Transplant Support	Respond to any MTP requests from clinical staff. Respond to activation of Liver Transplant Protocol per SOP. Replace the emergency cells for requesting departments.	UHBB Overnight Team	NA
11	Schedule for Solo Staffing at UHBB	UHBB is solo staffed during Overnights. However, if the tech feels overwhelmed or needs support then they should call RHBB. A staff member from RHBB may come over from RH to UH to support the tech in the workload management. This shift is a "straight 8 hours" with no meal break, due to solo staffing. However, the staff member may take a break in the designated area while on the clock. If the tech needs to leave the area, then place a notice on the doors of the blood bank window for how to reach the Blood Bank when the tech has stepped away for a moment.	UHBB Overnight Team	NA



Step	Desc	ription:	Key Point / Image / Reason	Who	Time
Note:	Started 10.2019, Revised 9.	20.21			
1	Check in with the Overnight Team to determine what is the priority at 2am If Then Staff needs breaks, Cover at front desk, components and TEG for all breaks		Allow for stepping in and helping staff with workload or (if necessary) supporting	Lab Assistant II	Upon Arrival
			the team for meal breaks.		
	Staff is busy,	Begin covering workload for front desk, components, daily instrument QC and maintenance and TEG.			
	Staff is not busy,	Staff is not busy, Start workload priority listed in Step 2.			
2	2) Add samples to 3) Complete assign automated instru 4) Complete assign automated instru 5) Follow RHBB St evaluate invento 6) Order inventory or call Versiti Inc. Platelets 7) When inventory procedure 8) Pull segments fructo be confirmed. the applicable in 9) Receive and log delivered to RHE 10) Cover Dayshift by	d TEG from 4am-7am the automated instruments ned daily QC for uments ned maintenance tasks on uments andard Work to count and ory needed in ARC Blood Hub diana for Plasma, Cryo or arrives, check blood in per om inventory as it arrives Add these segments to strument for testing. in reagents when BB breaks	Listing of priority of work. This is an outline of task priority, and every day may not allow for this listing to be completed.	Lab Assistant II	After Step 1
3	and 8am.		Expectation for Meal Breaks The 6-8am is a general guideline and every day may not allow for this timeline.	Lab Assistant II	6-8am

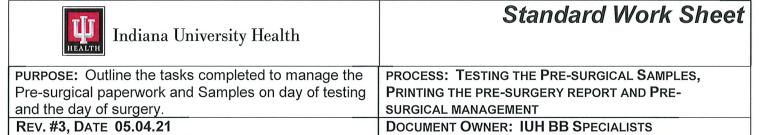
Indiana University Health	Standard Work Sheet
PURPOSE: Outline the tasks completed to manage the	PROCESS: TESTING THE PRE-SURGICAL SAMPLES,
Pre-surgical paperwork and Samples on day of testing	PRINTING THE PRE-SURGERY REPORT AND PRE-
and the day of surgery.	SURGICAL MANAGEMENT
REV. #3, DATE 05.04.21	DOCUMENT OWNER: IUH BB SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time					
	Timeline for testing Pre-Surgical Samples – When samples are received the y should have testing c ompleted within 24-48 hours of receipt in the laboratory.								
	lin e for Provision of Blood: Pre-surgical process per SOP and proviit accession must be completed after midnight on the day of the sc			the Pre-					
1	When samples are received for Pre-surgical testing, transfer the paperwork and the sample to UHBB. Transfer the sample from the RHBB workload to UHBB workload list in Cerner before sending the samples via the tube system.	These tasks may be completed by any shift	All BB Staff All shifts	Manage the samples and paperwork routinely.					
	At RH and MH, one may set the samples aside and manage these samples routinely to complete transferring the samples/paperwork to UHBB								
2	When pre-surgical samples and paperwork are received at UHBB, the samples and paperwork can be set aside for batch testing.	These tasks may be completed by any shift	All BB Staff All shifts	Manage the samples and paperwork routinely.					
3	Per the SOP: Pre-surgical testing, sample management, Cerner updates and paperwork management will be completed at UHBB.	These tasks may be completed by any shift	All BB Staff All shifts	Manage the samples and paperwork					

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Indiana University Health	Standard Work Sheet
PURPOSE: Outline the tasks completed to manage the	PROCESS: TESTING THE PRE-SURGICAL SAMPLES,
Pre-surgical paperwork and Samples on day of testing	PRINTING THE PRE-SURGERY REPORT AND PRE-
and the day of surgery.	SURGICAL MANAGEMENT
REV. #3, DATE 05.04.21	DOCUMENT OWNER: IUH BB SPECIALISTS

Step		Description:	Key Point / Image / Reason	Who	Time
4	Printin	g the Surgery Schedule:	Print Surgery	Overnight	May be
	Select	Report Builder	Schedule	BB Team	completed the day before but should be completed by 3-4am the day of
	a.	Depending on what area you are in, (RH, MH, UH) select appropriate surgery area to print.			
	b.	Go up to the print icon at the top of the top of the tool bar and select.			surgery.
	C.	The box with TEST PRINT will appear. Select the day of surgery you want to check. The same date will be in the 'To" and "From", the first time will always be "0000", the last time will always be "2359".			
	d.	Click the box next to "preview", a check mark should appear in the box.			
	e.	Select "Print".			
	f.	The name of the facility surgery area should be at the top. Select "Print" once again.			
	g.	"Report Output" will be at the top.			
	h.	Select the print icon in the upper right hand corner. A box will appear that says "Print". Select OK. This will print a surgical schedule to your selected printer.			



Step	Description:	Key Point / Image / Reason	Who	Time
5	Once you have retrieved your printed surgery schedule, you will need to use PPI to check every patient if they have a presurgical order or a current type and screen. a. Beside each patient, use a check mark or hash mark to indicate no current type and screen or pre-surgical, write the words pre-surgical if the patient has one or type and screen if the patient has a current type and screen and how many LPCs cross-matched. b. On a separate piece of paper (or half piece) prepare a pre-surgical list. Write down the name and medical record number of every patient who has a pre-surgical order in PPI and the date of the surgery noted in PPI. This will indicate if the patient is filed alphabetically or by date. c. Indicate any patients who have antibody at the bottom of the sheet prepared in the step above. Determine if there are any LPCs being reserved for that patient. d. You DO NOT need to write down non-pre-surgical patients with current type and screens on the half sheet. e. You DO need to document on the surgery schedule if the patient has a current type and screen (or order for type and screen) and how many LPCs are crossmatched to that person.	Review Surgery Schedule	Overnight BB Team	After midnight and tasks should be completed by 3-4am
6	Send the list with the pre-surgical patients to University Blood Bank where a type and screen will be completed per the Pre- surgical SOP for each patient. This may be completed by MH and RH, if necessary.	Pre-surgery process is done at UHBB, whenever possible.	Overnight BB Team	After midnight and tasks should be completed by 3-4am

Indiana University Health	Standard Work Sheet
PURPOSE: Outline the tasks completed to manage the	PROCESS: TESTING THE PRE-SURGICAL SAMPLES,
Pre-surgical paperwork and Samples on day of testing	PRINTING THE PRE-SURGERY REPORT AND PRE-
and the day of surgery.	SURGICAL MANAGEMENT
REV. #3, DATE 05.04.21	DOCUMENT OWNER: IUH BB SPECIALISTS

Step	Description:			Key Point / Image / Reason	Who	Time
7	b. Now the surger	The term the papers from the feet was patien. If they surger i. ii. iii. iv.	chnologist will check the pre-surgical work/tubes of that day with the list that was sent the applicable surgical schedule. e is a pre-surgical paper and not on any list, the will check the Report Builder to make sure that the thas not been left off mistakenly. are not left off mistakenly but are not to have try, then Note the surgery date is "PENDING" on the paperwork. Change the PPI Pre-surgical comment to "PENDING" Place the tube back in the Pre-surgical Rack Place the paperwork in the alphabetical hanging file with all the other Pre-surgical Paperwork. paperwork and tubes are verified against the dule, then follow the Pre-surgical SOP for the process	Match tubes and paperwork	Overnight BB Team	After midnight and tasks should be completed by 3-4am
8	After the Pre-surgical SOP type and screen is completed, go to PPI in Cerner and remove the Pre-surgical comment on the patient.		Remove the Pre-surgery comment.	Overnight BB Team	After midnight and tasks should be completed by 3-4am	

Indiana University Health	Standard Work Sheet	
PURPOSE: Outline the tasks completed to manage the	PROCESS: TESTING THE PRE-SURGICAL SAMPLES,	
Pre-surgical paperwork and Samples on day of testing	PRINTING THE PRE-SURGERY REPORT AND PRE-	
and the day of surgery.	SURGICAL MANAGEMENT	
REV. #3, DATE 05.04.21	DOCUMENT OWNER: IUH BB SPECIALISTS	

Step	Description:	Key Point / Image /	Who	Time
9	Once the Pre-surgical comment is removed Place the Pre-surgical paperwork for patients who do not require blood in the designated folder "Completed 90 Day/Pre-Surgical" at UHBB. Pre-surgical patients who require blood, go to the next step.	Reason Separate the paperwork into patient who require a XM and those who do not require XM.	Overnight BB Team	After midnight and tasks should be completed by 3-4am
10	 For Pre-surgical patients who require blood: Indicate on the appropriate half-sheet or paper how many units are required. Using the appropriate application in Cerner, print the Pre-Surgery Type and Screen label for each patient requiring blood. If time allows, add electronic crossmatch to the Type and Screen accession. Place the label(s) with the half sheet or paper from Step 5b above. Return the label and the half sheet or paper to the respective location for provision of blood/crossmatch completion. The completed pre-surgical forms for patients who require crossmatches, may then be placed in the designated folder "Completed 90 Day/Pre-Surgical" at UHBB. 	By using the label the Pre-Surgical Paperwork can be maintained at UHBB for any retrospective review in the designated "Completed 90 Day/Pre-Surgery folder."	Overnight BB Team	After midnight and tasks should be completed by 3-4am

Indiana University Health	Standard Work Sheet
PURPOSE: Outline the tasks completed to manage the	PROCESS: TESTING THE PRE-SURGICAL SAMPLES,
Pre-surgical paperwork and Samples on day of testing	PRINTING THE PRE-SURGERY REPORT AND PRE-
and the day of surgery.	SURGICAL MANAGEMENT
REV. #3, DATE 05.04.21	DOCUMENT OWNER: IUH BB SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
11	When the half sheet or paper is received with the designated labels for provision of blood:	crossmatch BB for the	Overnight BB Team	After midnight and tasks should be completed by 3-4am
	 Using the accession label, add the electronic crossmatch if not already added. 			
	 Complete the electronic crossmatch in Cerner per the SOP. 			
	 The half sheet or paper may be discarded after the crossmatch is complete. 			
	Alternately, the provision of blood/crossmatches for the surgical procedure may be completed by UHBB for the other sites who may be busy with other workload.			