



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
<b>Note: This may be used as a guide for the workload to be completed routinely on the Overnight Shift at RH Blood Bank</b>				
1	<b>Check crossmatch shelf</b> 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	<b>Check the ultrafresh/fresh shelf and take down blood that is greater than seven days old</b>	Place the units back into inventory.	IUH Overnight Specialists	NA
3	<b>Complete the conditioning for the RS3400.</b>	<ul style="list-style-type: none"> <li>Document the completion of the task per the SOP.</li> <li>This is done once per shift.</li> </ul>	IUH Overnight Specialists	NA
4	<b>File all paperwork from the previous day.</b>	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	<b>Update the "28 Days Ago" Sign</b>	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



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Step	Description:	Key Point / Image / Reason	Who	Time
6	Box inventory and send	<p>Prepare box if satellite inventory was greater than <b>15 units LPC</b> (OR)            If no box, one should tube the blood.</p> <p>If less than 15 units, then tube the LPC.</p> <p>Prepare box for frozen products using an ARC or IBC box.</p> <p>Limits on Packing Boxes</p> <ul style="list-style-type: none"> <li>• <b>30 RBC</b> in a box with two bags of wet ice</li> <li>• <b>12-18 FFP</b> in a Dry Ice box with enough dry ice in a bag to cover the products</li> <li>• <b>12-20 Pooled Cryo</b> in a Dry Ice Box with enough dry ice in a bag to cover the products</li> </ul> <p>Monday-Friday: This box may be picked up by the IUH daily courier for delivery to blood banks.</p> <p>Saturday and Sunday: <b>Call Customer Service for pick up at 317-491-6000.</b>            There are no routine pick up of boxes on Saturday and Sunday.</p>	IUH Overnight Specialists	NA



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7	Evaluate and count the inventory	<p><b>Evaluate: Every Day</b></p> <ul style="list-style-type: none"> <li>Remove all expired units and discard in final disposition per applicable process.</li> <li>If, group AB unit is expired then request credit in BloodHub ARC (see separate standard work)</li> <li>Visually verify the RBC, TP, and frozen products are at minimum based on the RH Daily Inventory Sheet.</li> <li>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.</li> <li>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</li> </ul> <p>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.</p> <p>Alternately, the inventory may be completed by Day Shift.</p>	IUH Overnight Specialists	NA



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8	<b>Prepare and distribute the Short Date Inventory Sheet</b>	<p>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.</p> <p>Make 3 copies with the original sheet and distribute these to the satellites and post at RHBB.</p> <ul style="list-style-type: none"> <li>- 1 copy to UHBB</li> <li>- 1 copy to MHBB</li> <li>- 2 posted copies for RHBB</li> </ul>		
9	<b>Verify plasma is thawed for any up-coming plasma exchanges</b>	<p>Check to make sure that there is not a plasmapheresis to be set up.</p> <p>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.</p>	IUH Overnight Specialists	NA
10	<b>Tube Management</b>	<ul style="list-style-type: none"> <li>• Pull all samples from the oldest rack and discard</li> <li>• Organize the samples from the previous day and place the rack in the fridge after all specimens are received from the satellites.</li> </ul>	IUH Overnight Specialists	NA



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Step	Description:	Key Point / Image / Reason	Who	Time
11	<p><b>Specimen management of Antibody Positive/Molecular samples</b>  <b>** See separate Standard Work for Sample Management.**</b></p>	<p>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.</p> <p>Place the samples in the designated rack for Antibody Positive/Molecular samples at RHBB.</p>	IUH Overnight Specialists	Monday Nights
12	<b>QC</b>	<p>Complete quality control assigned for the month.</p> <p>May be tested in any order or timing, but a suggested schedule time:            Vision – Before 0400            Echo 1—0400            Echo 2—0500            NEO—0530</p>	IUH Overnight Specialists	NA
13	<b>Daily Workload</b>	<p>At the beginning of the shift - Check to see if evenings has any workflow that you can assist with.</p> <p>Complete work as it comes in.</p> <ul style="list-style-type: none"> <li>• STAT work 1st</li> <li>• Routine work may be completed, or if necessary, left to be tested the next shift.</li> </ul>	IUH Overnight Specialists	NA



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



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

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





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
<b>Note:</b>				
1	<b>Specimen management of Antibody Positive/Molecular samples</b> <b>** See separate Standard Work for Sample Management.**</b>	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	<b>Take down surgery and crossmatches from assigned shelf</b>	<ol style="list-style-type: none"> <li>Surgery blood to be taken down               <ol style="list-style-type: none"> <li>MPACU</li> <li>Methodist MORC</li> <li>Methodist MASMT</li> <li>Methodist ER blood is taken down if set up greater than 48 hrs</li> </ol> </li> <li>Remove blood on all patients that has a crossmatch, EXCEPT               <ol style="list-style-type: none"> <li>Blood crossmatched in the previous shift</li> <li>Blood for patients with antibodies.</li> </ol> <p>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 <u>OR</u> once released from the patient these may be used for another patient.</p> </li> </ol>	MH BB Overnight Team	NA
3	<b>Check pediatric packed cell outdate</b>	<p>Verify that the pedi packed cell is available.</p> <p>Unit should be less than 14 days old.</p>	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	<b>Verify the units for MEMER and Methodist OR are in-date and do not need to be replaced.</b>	<p>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.</p> <p>If the dates are acceptable, then make no changes to these units.</p>	MH BB Overnight Team	NA



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
5	<b>Releasing Blood/Counting Inventory</b>	<p>a. Sort all blood units into respective ABORH types and then sort by expiration date</p> <p>b. Return units to their respective shelf in the correct expiration date order</p> <p>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 &lt;3 days until expiration on the Short Dated Inventory sheet (found behind green sheet on clipboard).</p> <p>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).</p> <ul style="list-style-type: none"> <li>- RBC and TP, maintain shelf volumes indicated on form and order when minimum is reached.</li> <li>- Frozen Plasma or Cryo, maintain shelf volumes indicated on form and order when minimum is reached.</li> <li>- <b>Platelets, maintain 7 platelets and order when down to 5 platelets to re-stock</b></li> </ul>	MH BB Overnight Team	NA



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

PROCESS: MHBB STANDARD TASKS

REV. #4, DATE 09.20.21

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Step	Description:	Key Point / Image / Reason	Who	Time
6	File/Send all paperwork to RH	<ul style="list-style-type: none"> <li>a. File the paperwork that was done from the previous day and all paperwork pulled from surgeries in the alphabetical accordion file.</li> <li>b. Keep an eye out for any platelet orders that need credit IRR that were missed.</li> <li>c. Make sure to remove paperwork that says voided, cancelled, discontinued and set aside to be sent as a group.</li> <li>d. Send the unsigned dispense forms that may have been filed from previous shifts to RH.</li> <li>e. Send all paperwork to RH <b>** It is advisable to use an interoffice envelope to ensure the paperwork is not lost**</b></li> </ul> <p><b>++ Alternately, one may scan the QC to ensure it is not lost++</b></p> <ul style="list-style-type: none"> <li>1. Completed paperwork from previous day</li> <li>2. All signed delivery slips</li> <li>3. All discontinued, voided, cancelled sheets</li> <li>4. All Credit IRR sheets</li> <li>5. Signed transfusion slips</li> <li>6. Cooler Sign Out sheet from previous day</li> </ul>	MH BB Overnight Team	NA



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PROCESS: MHBB STANDARD TASKS

REV. #4, DATE 09.20.21

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Step	Description:	Key Point / Image / Reason	Who	Time
7	<b>Surgery Schedule</b>	<ul style="list-style-type: none"> <li>a. Print surgery schedule in report builder by choosing location (Methodist)  Be sure the date is the correct one.</li> <li>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.</li> <li>c. Next pull the Cerner paperwork for the date being processed from the back of the alphabetical file. Separate these surgery blood orders alphabetically.</li> <li>d. Using the surgery schedule, as needed, move blood in the fridge from Next day surgery/auto &amp; DD shelf to corresponding alphabetical shelf.</li> <li>e. Using the surgery schedule, document the patients with presurgical samples on a half sheet of paper.</li> <li>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 paperwork, etc.</li> </ul>	MH BB Overnight Team	NA



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

PROCESS: MHBB STANDARD TASKS

REV. #4, DATE 09.20.21

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Step	Description:	Key Point / Image / Reason	Who	Time
7	<b>Surgery Schedule (continued)</b>	<p>g. Make three copies of the surgery schedule, and send a copy to the following tube locations</p> <ul style="list-style-type: none"> <li>- 131</li> <li>- 222</li> <li>- 225, Core 5</li> </ul> <p>Only Core 5 will verify what patients are going that day by calling the BB or sending the surgery schedule back, documenting the information.</p> <p>This information is then used to prepare the Coolers for Surgery for the Day.</p>		
8	<b>Prepared Surgery Coolers, as needed.</b>	Prepare the coolers for the morning surgeries based on the surgery schedule.		
9	<b>TEG</b>	Complete all required QC and patient testing.	MH BB Overnight Team	NA
10	<b>QC</b>	<p>Complete the QC which is assigned monthly.</p> <p>** 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.</p>	MH BB Overnight Team	NA
11	<b>Testing Workload</b>	<p>Complete work as it comes in.</p> <p>STAT work 1st</p> <p>Routine work may be completed, or if necessary, left to be tested the next shift.</p>	MH BB Overnight Team	NA
12	<b>Massive Transfusion Protocol</b>	<p>Work as a team to respond to any MTP requests from clinical staff.</p> <p>Replace the emergency cells for requesting departments.</p>	MH BB Overnight Team	NA



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



PURPOSE: SUMMARY OF TASKS COMPLETED ON OVERNIGHT SHIFT AT UNIVERSITY BLOOD BANK

PROCESS: UHBB STANDARD TASKS

REV. #4, DATE 09.20.21

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Step	Description:	Key Point / Image / Reason	Who	Time
<b>Note:</b>				
1	<b>Specimen management of Antibody Positive/Molecular samples</b> <b>** See separate Standard Work for Sample Management.**</b>	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	<b>Take down crossmatches from assigned shelf</b>	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 expires.  Forwarded the antigen negative units to RH to hold for a new T and S on the patient <u>OR</u> once released from the patient these may be used for another patient.	UHBB Overnight Team	NA
3	<b>Update the "28 Days Ago" Sign</b>	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





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Step	Description:	Key Point / Image / Reason	Who	Time
4	<b>Releasing blood/Counting inventory</b>	<ul style="list-style-type: none"> <li>a. Sort all blood into respective ABORH types and then sort by expiration date</li> <li>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 &lt;3 days until expiration on the short dated inventory sheet (found behind blue sheet on clipboard).</li> <li>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). <ul style="list-style-type: none"> <li>- RBC and TP, maintain shelf volumes indicated on form and order when minimum is reached.</li> <li>- Frozen Plasma or Cryo, maintain shelf volumes indicated on form and order when minimum is reached.</li> <li>- <b>Platelets, maintain 4 platelets and order when down to 2 Platelets</b></li> </ul> </li> </ul>	UHBB Overnight Team	NA
5	<b>File/Send all paperwork to RHBB</b>	<ul style="list-style-type: none"> <li>a. File all the paperwork that was done from the previous day and all paperwork pulled from surgeries in the accordion</li> </ul>	UHBB Overnight Team	NA



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		<p>file.</p> <p>b. Make sure to remove paperwork that says voided, cancelled, discontinued and set aside to be sent as a group</p> <p>c. Send the unsigned dispense forms that may have been filed from previous shifts to RH</p> <p>d. Send all paperwork to RHBB</p> <p>** It is advisable to send documents using an interoffice envelope to ensure safe delivery from UH to RH.</p> <p>++ Alternately one can scan the QC or inventory sheets to make sure these do not get lost.</p> <ol style="list-style-type: none"> <li>1. Completed paperwork from previous day</li> <li>2. All signed delivery slips</li> <li>3. All discontinued, voided, cancelled sheets</li> <li>4. All Credit IRR sheets</li> <li>5. Signed transfusion slips</li> <li>6. Blue inventory sheet from previous day</li> <li>7. Completed Cooler Log</li> </ol>		
6	<b>Surgery Schedule</b>	<p>a. Print surgery schedule in report builder by choosing location .</p> <p>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.</p>	UHBB Overnight Team	NA



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



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9	<b>Testing Workload</b>	<p>Complete work as it comes in.</p> <ul style="list-style-type: none"> <li>• STAT work 1st</li> <li>• Routine work may be completed, or if necessary, left to be tested the next shift</li> </ul>	UHBB Overnight Team	NA
10	<b>Massive Transfusion Protocol or Liver Transplant Support</b>	<p>Respond to any MTP requests from clinical staff.</p> <p>Respond to activation of Liver Transplant Protocol per SOP.</p> <p>Replace the emergency cells for requesting departments.</p>	UHBB Overnight Team	NA
11	<b>Schedule for Solo Staffing at UHBB</b>	<p>UHBB is solo staffed during Overnights.</p> <p>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.</p> <p>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.</p> <p>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.</p>	UHBB Overnight Team	NA



**PURPOSE: PROVIDE GUIDANCE FOR 2A-1030A LAB ASSISTANT WORKLOAD MANAGEMENT**

**PROCESS: 2A TO 1030A WORKLOAD MANAGEMENT**

**REV. #, DATE      v2.0, 9.20.21**

**DOCUMENT OWNER: IUH OVERNIGHT SPECIALIST**

Step	Description:	Key Point / Image / Reason	Who	Time								
<b>Note: Started 10.2019, Revised 9.20.21</b>												
1	<p>Check in with the Overnight Team to determine what is the priority at 2am</p> <table border="1"> <thead> <tr> <th>If</th> <th>Then</th> </tr> </thead> <tbody> <tr> <td>Staff needs breaks,</td> <td>Cover at front desk, components and TEG for all breaks</td> </tr> <tr> <td>Staff is busy,</td> <td>Begin covering workload for front desk, components, daily instrument QC and maintenance and TEG.</td> </tr> <tr> <td>Staff is not busy,</td> <td>Start workload priority listed in Step 2.</td> </tr> </tbody> </table>	If	Then	Staff needs breaks,	Cover at front desk, components and TEG for all breaks	Staff is busy,	Begin covering workload for front desk, components, daily instrument QC and maintenance and TEG.	Staff is not busy,	Start workload priority listed in Step 2.	<p>Allow for stepping in and helping staff with workload or (if necessary) supporting the team for meal breaks.</p>	Lab Assistant II	Upon Arrival
If	Then											
Staff needs breaks,	Cover at front desk, components and TEG for all breaks											
Staff is busy,	Begin covering workload for front desk, components, daily instrument QC and maintenance and TEG.											
Staff is not busy,	Start workload priority listed in Step 2.											
2	<p>Workload Priority</p> <ol style="list-style-type: none"> <li>1) Cover workload for front desk, components, and TEG from 4am-7am</li> <li>2) Add samples to the automated instruments</li> <li>3) Complete assigned daily QC for automated instruments</li> <li>4) Complete assigned maintenance tasks on automated instruments</li> <li>5) Follow RHBB Standard Work to count and evaluate inventory</li> <li>6) Order inventory needed in ARC Blood Hub or call Versiti Indiana for Plasma, Cryo or Platelets</li> <li>7) When inventory arrives, check blood in per procedure</li> <li>8) Pull segments from inventory as it arrives to be confirmed. Add these segments to the applicable instrument for testing.</li> <li>9) Receive and log in reagents when delivered to RHBB</li> <li>10) Cover Dayshift breaks</li> </ol>	<p>Listing of priority of work.</p> <p>This is an outline of task priority, and every day may not allow for this listing to be completed.</p>	Lab Assistant II	After Step 1								
3	<p>Staff member will take meal breaks between 6am and 8am. If after 930am, then one may request a no-lunch or document the reason for a meal worked to the supervisor or designee.</p> <p>Refer to the HR policy for the IUH AHC Blood Bank in PolicyStat for more details.</p>	<p>Expectation for Meal Breaks</p> <p>The 6-8am is a general guideline and every day may not allow for this timeline.</p>	Lab Assistant II	6-8am								



PURPOSE: Outline the tasks completed to manage the Pre-surgical paperwork and Samples on day of testing and the day of surgery.

PROCESS: TESTING THE PRE-SURGICAL SAMPLES, PRINTING THE PRE-SURGERY REPORT AND PRE-SURGICAL MANAGEMENT

REV. #3, DATE 05.04.21

DOCUMENT OWNER: IUH BB SPECIALISTS

Step	Description:	Key Point / Image / Reason	Who	Time
<p><b>Note:</b> Timeline for testing Pre-Surgical Samples – When samples are <b>received</b> they should have testing completed within 24-48 hours of receipt in the laboratory.</p> <p><b>Timeline</b> for Provision of Blood: Pre-surgical process per SOP and <b>provision of blood</b> for surgery using the Pre-Admit accession must be completed after midnight on the day of the <b>scheduled</b> surgical procedure.</p>				
1	<p>When samples are received for Pre-surgical testing, transfer the paperwork and the sample to UHBB.</p> <ul style="list-style-type: none"> <li>Transfer the sample from the RHBB workload to UHBB workload list in Cerner before sending the samples via the tube system.</li> <li>At RH and MH, one may set the samples aside and manage these samples routinely to complete transferring the samples/paperwork to UHBB</li> </ul>	These tasks may be completed by any shift	All BB Staff All shifts	Manage the samples and paperwork routinely.
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 routinely.

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Step	Description:	Key Point / Image / Reason	Who	Time
4	<p>Printing the Surgery Schedule:</p> <p>Select Report Builder</p> <ol style="list-style-type: none"> <li>Depending on what area you are in, (RH, MH, UH) select appropriate surgery area to print.</li> <li>Go up to the print icon at the top of the top of the tool bar and select.</li> <li>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".</li> <li>Click the box next to "preview", a check mark should appear in the box.</li> <li>Select "Print".</li> <li>The name of the facility surgery area should be at the top. Select "Print" once again.</li> <li>"Report Output" will be at the top.</li> <li>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.</li> </ol>	Print Surgery Schedule	Overnight BB Team	May be completed the day before but should be completed by 3-4am the day of surgery.



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Step	Description:	Key Point / Image / Reason	Who	Time
5	<p>Once you have retrieved your printed surgery schedule, you will need to use PPI to check every patient if they have a pre-surgical order or a current type and screen.</p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>d. You <b>DO NOT</b> need to write down non-pre-surgical patients with <u>current type and screens</u> on the half sheet.</li> <li>e. You <b>DO need</b> 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.</li> </ul>	Review Surgery Schedule	Overnight BB Team	After midnight and tasks should be completed by 3-4am
6	<p>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.</p> <p>This may be completed by MH and RH, if necessary.</p>	Pre-surgery process is done at UHBB, whenever possible.	Overnight BB Team	After midnight and tasks should be completed by 3-4am





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Step	Description:	Key Point / Image / Reason	Who	Time
7	<p>At University Blood Bank</p> <ul style="list-style-type: none"> <li>a. The technologist will check the pre-surgical paperwork/tubes of that day with the list that was sent from the applicable surgical schedule.</li> <li>b. If there is a pre-surgical paper and not on any list, the tech will check the Report Builder to make sure that the patient has not been left off mistakenly.</li> <li>c. If they are not left off mistakenly but are not to have surgery, then               <ul style="list-style-type: none"> <li>i. Note the surgery date is "PENDING" on the paperwork.</li> <li>ii. Change the PPI Pre-surgical comment to "PENDING"</li> <li>iii. Place the tube back in the Pre-surgical Rack</li> <li>iv. Place the paperwork in the alphabetical hanging file with all the other Pre-surgical Paperwork.</li> </ul> </li> </ul> <p>Now that the paperwork and tubes are verified against the surgery schedule, then follow the Pre-surgical SOP for completion of the process</p>	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



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9	<p>Once the Pre-surgical comment is removed</p> <ul style="list-style-type: none"> <li>Place the Pre-surgical paperwork for patients who do not require blood in the designated folder "Completed 90 Day/Pre-Surgical" at UHBB.</li> <li>Pre-surgical patients who require blood, go to the next step.</li> </ul>	<p>Separate the paperwork into patient who require a XM and those who do not require XM.</p>	<p>Overnight BB Team</p>	<p>After midnight and tasks should be completed by 3-4am</p>
10	<p>For Pre-surgical patients who require blood:</p> <ul style="list-style-type: none"> <li>Indicate on the appropriate half-sheet or paper how many units are required.</li> <li>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.</li> <li>Place the label(s) with the half sheet or paper from Step 5b above.</li> <li>Return the label and the half sheet or paper to the respective location for provision of blood/crossmatch completion.</li> <li>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.</li> </ul>	<p>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."</p>	<p>Overnight BB Team</p>	<p>After midnight and tasks should be completed by 3-4am</p>



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Step	Description:	Key Point / Image / Reason	Who	Time
11	<p>When the half sheet or paper is received with the designated labels for provision of blood:</p> <ul style="list-style-type: none"> <li>Using the accession label, add the electronic crossmatch <b><i>if not already added.</i></b></li> <li>Complete the electronic crossmatch in Cerner per the SOP.</li> <li>The half sheet or paper may be discarded after the crossmatch is complete.</li> </ul> <p>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.</p>	Complete the crossmatch for the procedure.	Overnight BB Team	After midnight and tasks should be completed by 3-4am

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