



**PURPOSE: ENSURE BLOOD BANK RUNNERS DELIVER PRODUCTS TIMELY AND TO CORRECT LOCATION**

**PROCESS: BLOOD BANK PRODUCT RUNNERS DURING RILEY PTS UPGRADE DOWNTIME**

**REV. #, DATE 05.06.22**

**DOCUMENT OWNER: TRACIE INGLE**

Step	Description:	Key Point / Image / Reason	Who																																																																											
1	BB Team member will notify runner when blood product delivery is needed	Runners for Blood Bank will be stationed in hall outside of BB Dispense Window	Volunteer Runner																																																																											
2	Runner obtains product from BB Team Member	Product will be in a sealed Biohazard bag with the Dispense Packing Slip	Volunteer Runner																																																																											
3	Verify with BB Team Member the Tube Station #, Building and Floor for delivery	<table border="1"> <thead> <tr> <th>Tube Station</th> <th>Floor</th> <th>Unit Name</th> <th>Building</th> <th>Special Instructions</th> </tr> </thead> <tbody> <tr><td>659</td><td>5</td><td>Post Partum</td><td>Maternity Tower</td><td></td></tr> <tr><td>660</td><td>4</td><td>Post Partum</td><td>Maternity Tower</td><td></td></tr> <tr><td>661</td><td>3</td><td>NICU</td><td>Maternity Tower</td><td></td></tr> <tr><td>662</td><td>3</td><td>NICU</td><td>Maternity Tower</td><td></td></tr> <tr><td>663</td><td>2</td><td>High Risk OB</td><td>Maternity Tower</td><td></td></tr> <tr><td>664</td><td>2</td><td>Birth Area</td><td>Maternity Tower</td><td>Tube station in OR. No access. Go to station 676.</td></tr> <tr><td>676</td><td>2</td><td>Labor and Delivery</td><td>Maternity Tower</td><td></td></tr> <tr><td>677</td><td>2</td><td>Recovery</td><td>Maternity Tower</td><td>Tube station in OR. No access. Go to station 676.</td></tr> <tr><td>678</td><td>3</td><td>NICU</td><td>Maternity Tower</td><td></td></tr> <tr><td>679</td><td>3</td><td>NICU</td><td>Maternity Tower</td><td></td></tr> <tr><td>680</td><td>4</td><td>Post Partum</td><td>Maternity Tower</td><td></td></tr> <tr><td>682</td><td>5</td><td>Post Partum</td><td>Maternity Tower</td><td></td></tr> <tr><td>886</td><td>1</td><td>Hem-Onc Infusion</td><td>ROC</td><td>Give blood to charge nurse or MA at location indicated on map.</td></tr> <tr><td>888</td><td>1</td><td>Dialysis</td><td>ROC</td><td>Notify Reception Desk on arrival to contact RN for blood delivery hand off</td></tr> </tbody> </table>	Tube Station	Floor	Unit Name	Building	Special Instructions	659	5	Post Partum	Maternity Tower		660	4	Post Partum	Maternity Tower		661	3	NICU	Maternity Tower		662	3	NICU	Maternity Tower		663	2	High Risk OB	Maternity Tower		664	2	Birth Area	Maternity Tower	Tube station in OR. No access. Go to station 676.	676	2	Labor and Delivery	Maternity Tower		677	2	Recovery	Maternity Tower	Tube station in OR. No access. Go to station 676.	678	3	NICU	Maternity Tower		679	3	NICU	Maternity Tower		680	4	Post Partum	Maternity Tower		682	5	Post Partum	Maternity Tower		886	1	Hem-Onc Infusion	ROC	Give blood to charge nurse or MA at location indicated on map.	888	1	Dialysis	ROC	Notify Reception Desk on arrival to contact RN for blood delivery hand off	Volunteer Runner and BB Team Member
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4	Deliver blood product directly to designated tube station location	Use Downtime Maps provided for way finding	Volunteer Runner																																																																											
5	<b>Once at tube station location, Notify Clinical Team Member at RN Station you are there to deliver a blood product</b>		Volunteer Runner																																																																											
6	Clinical Team Member will review blood product against Dispense Packing Slip		Clinical Team Member																																																																											
7	<b>Clinical Team member will sign/date/time the dispense packing slip and hand back to BB Runner to return slip to Blood Bank</b>	<p><b>7a. If clinical team member discovers any discrepancies with the delivered blood product, they should call Blood Bank (317-948-9610) Immediately</b></p> <p><b>7b. Should product need to be returned, obtain blood product back from clinical team member and return it to Blood Bank (SFT 6<sup>th</sup> Floor) Immediately</b></p>	<p>Clinical Team Member</p> <p>Volunteer Runner</p>																																																																											
8	Return signed Dispense Packing Slip back to BB Team Member at Blood Bank Window	Blood Bank located: Simon Family Tower 6 <sup>th</sup> Floor Rm 6252. Phone #317-948-9610	Volunteer Runner																																																																											