



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
Note: This may be used as a guide for the workload to be completed routinely on the Overnight 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.	<ul style="list-style-type: none"> 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



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6	Box inventory and send	<p>Prepare box if satellite inventory was greater than 15 units LPC (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"> • 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 <p>Monday-Friday: This box may be picked up by the IUH daily courier for delivery to blood banks.</p> <p>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.</p>	IUH Overnight Specialists	NA



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7	Evaluate and count the inventory	<p>Evaluate: Every Day</p> <ul style="list-style-type: none"> • 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 <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	Prepare and distribute the Short Date Inventory Sheet	<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"> - 1 copy to UHBB - 1 copy to MHBB - 2 posted copies for RHBB 		
9	Verify plasma is thawed for any up-coming plasma exchanges	<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	Tube Management	<ul style="list-style-type: none"> • 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



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11	<p>Specimen management of Antibody Positive/Molecular samples ** See separate Standard Work for Sample Management.**</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	QC	<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	Daily Workload	<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"> • STAT work 1st • Routine work may be completed, or if necessary, left to be tested the next shift. 	IUH Overnight Specialists	NA



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14	Prepare outreach or OR coolers	<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	Rotate and discard the retention segments.	<p>Rotate and discard segments on a routine basis.</p> <p>Each segment container should have <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	Completion of Pre-surgical Management	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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17	Meal Breaks	<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	Manage the Dispense Slip box	<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	Manage the Daily Requisition Boxes	<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 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.</p> <p>Place a new box for</p>	IUH Overnight Specialists	When the box is full



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		requisitions in the lab. One may use a previously used box or prepare a new box.		