

Standard Work Sheet

PURPOSE: SUMMARY OF TASKS ASSIGNED TO FRONT DESK AREA FOR DAYSHIFT AT RH BLOOD BANK

PROCESS: RHBB FRONT DESK BENCH ASSIGNMENTS FOR DAYSHIFT

REV. 1, DATE 02.26.2024

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Front [Desk 1	1
1	Primary Tasks: Manages order requisitions Process orders from lab requisition printer Checks fax/printer for current 90DD in the morning Checks fax/printer throughout the day for orders placed by outside facilities Answers the phone (only when not dispensing) Removes samples from tube station Receives samples Place samples in centrifuge Return and release all blood products from OR coolers Assists with MTP Dispense blood products (when second desk person not available) Cleans area with approved wipes at end of shift and removes trash as needed	Lab Assistant or MLT/MLS
2	Secondary Tasks:	Lab Assistant or MLT/MLS
Front I	Desk 2	
3	Primary Tasks: Log into REES at designated lab computer Dispenses blood products Prepares blood coolers and boxes for pickup to floors and area facilities Receives infectious disease samples and processes them for pick up Cleans area with approved wipes at end of shift and removes trash as needed	Lab Assistant or MLT/MLS
4	Secondary Tasks:	
	 Assists Desk 1 person with their Primary Tasks Brings in inventory (Blood products and Supplies) Files completed blood slips, dispense papers, orders, etc. Seek additional tasks from Team Lead or Supervisor 	Lab Assistant or MLT/MLS



Indiana University Health

Standard Work Sheet

PURPOSE: SUMMARY OF TASKS ASSIGNED TO

COMPONENT AREA FOR DAYSHIFT AT RH BLOOD BANK

REV. 1, DATE 02.26.2024

PROCESS: RHBB COMPONENT BENCH ASSIGNMENTS

FOR DAYSHIFT

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Compo	onent 1	
1	Primary Tasks: Check with previous shift to confirm all standing order product deliveries were received Notify Supervisor of any issues or delays	Lab Assistant
2	 Performs TEG QC Performs TEG Testing Assists with MTP Visually checks all emergency cells and paperwork for replacement and notify MLT/MLS. Replacement of emergency cells by MLT/MLS only Makes sure all blood components are stocked at the beginning and end of shift Periodic irradiator conditioning during shift Irradiate blood products Thaw plasma for inventory shelf Pulls segments from incoming units MLT/MLS assists in back testing as needed Do not CANCEL orders. Refer any issues to Supervisor. Cleans area with approved wipes at end of shift and removes trash as needed 	or MLT/MLS
	 Secondary Tasks: Assists Component 2 person with their Primary Tasks Answers the phone as needed Aids in receiving inventory (Blood products and Supplies) Assists in loading samples to the Vision Dispenses blood products as needed Tech assists in back testing as needed Help front desk as needed Seek additional tasks from Team Lead or Supervisor 	Lab Assistant or MLT/MLS



Indiana University Health

Standard Work Sheet

PURPOSE: SUMMARY OF TASKS ASSIGNED TO COMPONENT AREA FOR DAYSHIFT AT RH BLOOD BANK

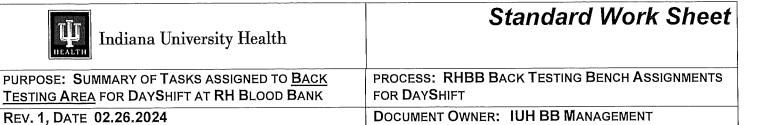
PROCESS: RHBB COMPONENT BENCH ASSIGNMENTS

FOR DAYSHIFT

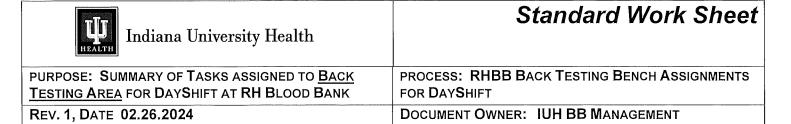
REV. 1, DATE 02.26.2024

DOCUMENT OWNER: IUH BB MANAGEMENT

Step	Description:	Who
Compo	onent 2	L.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
3	Primary Tasks: Prepares platelet, plasma, and cryoprecipitate orders Prepares plasma exchanges Washes all blood components (PUBS, Semi's, PLTs, RBC for NNP) Performs Semi-packed and PUBS preparation (Pool, HCT) Coordinates MTP: (when activated) Primary Point person to guide team Monitors preparation of products and coolers to ensure proper products are set up and available in timely manner Assists with MTP preparation Prepares aliquots Checks to make sure there is adequate volume in washed cell Checks pending log daily to make sure all orders completed. Do not CANCEL orders. Refer any issues to Supervisor. Performs Eyewash and WaterBath weekly maintenance (Sunday) Cleans area with approved wipes at end of shift and removes trash as needed	MLT/MLS
4	Secondary Tasks:	MLT/MLS



Step	Description:	Who
Back T	esting 1	
1	Primary Tasks: Monitor STAT orders for TAT Performs testing on Vision and manual MTS Checks pending log daily to make sure all testing completed. Do not CANCEL orders. Refer any issues to Supervisor. Performs Max 1 (Daily, Weekly, Monthly) QC and Maintenance Completes requested add-on testing Performs Semi-packed and PUBS preparation (XM) Cleans area with approved wipes at end of shift and removes trash as needed	MLT/MLS
2	Secondary Tasks: Assists Back Bench 2 with their Primary Tasks Assists with MTP as needed Answers the phone as needed Assist Component and Front Desk benches with their Primary Tasks Seek additional tasks from Team Lead or Supervisor	MLT/MLS



Step	Description:	Who
Back T	esting 2	
3	 Primary Tasks: Performs complex testing (ABID, Ag typing, DTT, Eluate, Transfusion complications, etc.) Check RBC Exchange, Plasma Exchange and PUBS sheets in Teams to ensure all blood is ready for the day and for future procedures QC incoming ABID panels when needed Performs Daily Bench QC Checks pending log daily to make sure all testing completed. Do not CANCEL orders. Refer any issues to Supervisor. 	MLT/MLS
	 Screen blood units for Sickle Cell shelf, if time allows Ag type units for Ag reserve shelf when time allows Cleans area with approved wipes at end of shift 	
4	 Secondary Tasks: Assists Back Bench 1 with their Primary Tasks Assists with MTP as needed Answers the phone as needed Assist Component and Front Desk benches with their Primary Tasks Seek additional tasks from Team Lead or Supervisor 	MLT/MLS
Back T	Primary Tasks: Assists with Primary Tasks for Back Testing 1, Back Testing 2, Component 1, Component 2, Front Desk 1, Front Desk 2. Check with Supervisor for additional tasks needed to be completed Cleans area with approved wipes at end of shift and removes trash as needed	MLT/MLS